

## Head of School

School of Communication and Creative Industries

Faculty of Arts and Education

Classification	Senior Executive 4
Delegation	<a href="#">Delegations and Authorisations Policy</a> (see Section 3)
Campus	Bathurst or Wagga Wagga
Nature of Employment	Fixed-term – up to 5 years (Head of School)
Workplace Agreement	<a href="#">Charles Sturt University Enterprise Agreement</a>
Date Last Reviewed	February 2019

### Our University Values



### Our Core Competencies

Charles Sturt University staff are expected to demonstrate the following competencies:

#### ***Set Direction and Deliver Results***

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

#### ***Collaborate with Impact***

- Relating and networking.
- Working with people.
- Persuading and influencing.

#### ***Lead Self and Others***

- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

## Organisational Environment

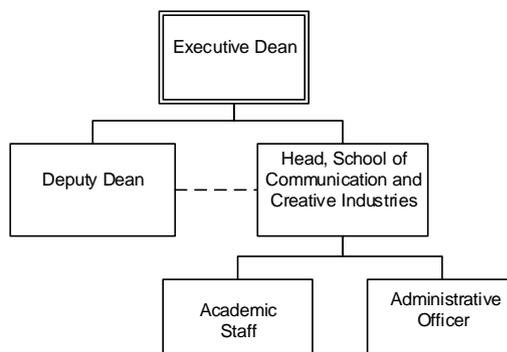
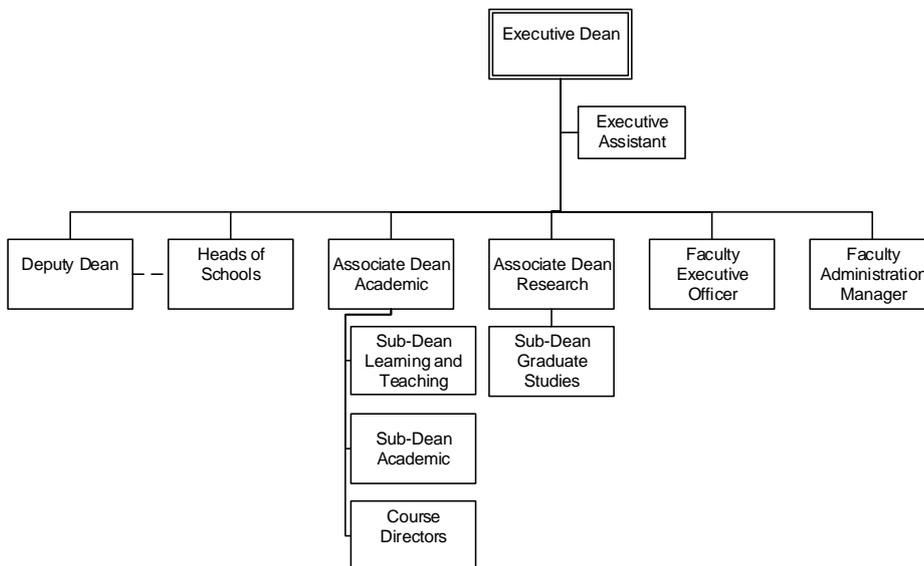
The Faculty of Arts and Education is one of three Faculties within the University. Eight Schools and Centres offer a diversity of courses in education, communication, creative industries, social work and human services, library and information studies, theology, humanities, Indigenous Australian studies and Islamic studies.

With approximately 9,000 online students and 3,000 on campus students, the Faculty is an innovator in online and blended learning modes. Over 200 academic staff deliver distinctive courses, and are supported by a skilled team of professional staff. On campus courses are delivered at the University's Wagga Wagga, Albury-Wodonga, Bathurst, Dubbo, and Port Macquarie campuses, and at other locations including Sydney and Canberra.

Academic staff within the Faculty undertake high quality, impactful research that engages with governments and professional organisations, nationally, internationally and in regional communities, ensuring excellent supervision for Higher Degree Research students.

The School of Communication and Creative Industries, based in Bathurst, Wagga Wagga and Port Macquarie, fosters an environment of innovation, creativity and critical thinking through excellence in teaching, research and professional practice in a wide range of interdisciplinary fields across communication, visual art, design and performing arts. Strong industry links and affiliations ensure ongoing relevance in course design, state of the art facilities, national and international recognition of staff and students and high rates of graduate employment outcome.

## Organisational Chart The Faculty of Arts and Education



## Reporting Relationships

This position reports to:	Executive Dean
This position supervises:	Academic Staff (approximately 55) Administrative Officer to Head of School

## Key Working Relationships

- Executive Dean
- Deputy Dean
- Faculty and School staff
- Associate Deans and Sub-Deans
- Course Directors
- Key leaders in the Provost and Deputy Vice-Chancellor Academic portfolio
- Key leaders in the Deputy Vice-Chancellor Research, Development and Industry portfolio
- Industry stakeholders
- Division and Support services

## Position Overview

The Head of School sets the strategic direction as well as leads the management of academic activities, operations, people, finances and resources to deliver a high quality academic student experience and to achieve the objectives of the School. The Head of School makes a significant contribution to Faculty leadership and contributes to achieving the objectives of the Faculty and University.

The Head of School promotes the University's links with the community, industry and professions to enhance the School's teaching and research programs.

## Principal Responsibilities

1. Set the strategic direction of the School, including:
  - a. Scanning the environment to gather information, explore new ideas and identify opportunities to inform decision making.
  - b. Establishing and maintaining strategic links with industry, government and the community.
  - c. Developing and implementing strategic and operational planning for the School aligning with the University strategic direction.
  - d. Contributing to the development of Faculty and University strategy and plans.
  - e. Monitoring and reviewing the sustainability of courses, subjects and activities to inform future planning.
  - f. Providing advice and recommendations to the Faculty in relation to course, campus and staffing profile.
  - g. Championing and leading innovation, continuous improvement and change.
2. Lead and foster a workplace culture that:
  - a. Inspires staff and students with a sense of purpose and desire to achieve.
  - b. Promotes productivity and wellbeing for staff and students.
  - c. Supports communication and collegiality within the School/Faculty and across other faculties, centres and divisions.
  - d. Is engaging, inclusive and respectful of others and values and promotes collaboration and team work.
  - e. Values the creation of an engaging student experience that places quality education at its core.
  - f. Embraces a climate of curiosity, creativity and continuous improvement, and the provision of feedback.
  - g. Reflects the University's core values and policies.
  - h. Is consistent with Generic Responsibilities of Charles Sturt University Staff.

3. Lead people and manage resources to deliver a high quality academic experience to students and to achieve the operational objectives of the School and University, including:
  - a. Collaborating with Course Directors and staff on the design, delivery, accreditation, quality assurance, and evaluation of courses.
  - b. Allocating resources to deliver subjects and higher degree research supervision
  - c. Promoting excellence in learning and teaching, research, scholarly activity and professional practice
  - d. Demonstrating a commitment to research excellence and lead the development of research activities including the identification of new and sustainable sources of funding
  - e. Recruiting, inducting, developing and managing the performance of staff
  - f. Providing meaningful advice on individual development, academic promotion and career pathways
  - g. Fostering regular communication and feedback to/from students and staff on relevant matters
  - h. Leading a range of School committees
  - i. Managing academic workloads in accordance with the current Enterprise Agreement.
  - j. Providing input to budget development and managing the financial resources of the school to ensure it operates within its allocated budget and in accordance with delegations and University requirements.
  - k. Identifying and determining appropriate actions to address operational and business continuity risks in accordance with University policy and procedure
  - l. Managing the implementation and utilisation of systems and processes within the School to provide a consistent high quality service to students.
  - m. Applying and promoting compliance with relevant legislation and University regulations policies, procedures, processes and guidelines.
  - n. Managing complaints and misconduct in accordance with University's policies and procedures.
4. Represent the School, Faculty and University in a positive and professional manner including:
  - a. Representation on a range of internal committees and forums
  - b. Participation in University events and ceremonies
  - c. Contribution to industry forums, conferences, and community events.
5. Other duties appropriate to the classification.

### **Physical Capabilities**

The incumbent may be required to:

- The position requires the incumbent to work at a computer-based workstation and operate other typical office equipment.
- Work in other environments beyond the School, such as other campuses as well as possible car and air travel.
- On occasion, drive a University vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.

## Capabilities

Strategic Capability	
Get Results	Service Focused: <i>Strive to meet needs and exceed expectations of our students, communities and colleagues (performance focus, quality outcomes, Student welfare, equity &amp; conduct)</i>
	Business Savvy: <i>Continually look to add commercial value in our roles, processes and ways of working</i>
	Innovative: <i>With creativity at our core, be open to new ideas and seek to find better ways</i>
Take Ownership	Live our Values: <i>Uphold the CSU values daily in our own behaviours and interactions with others</i>
	Take Action: <i>Weigh up risks and make prompt decisions, backing ourselves and each other (delivery of strategies, projects)</i>
	Adapt to Change: <i>Explore the reasons for change and be willing to accept new ideas and initiatives</i>
Collaborate with Others	Network: <i>Bring people together and build relationships that deliver desired benefits and outcomes</i>
	Listen Closely: <i>Dig deep to understand others, using self-insight to build team spirit and recognise efforts</i>
	Influence: <i>Create compelling arguments to persuade others and promote ideas that add strategic value</i>
Leadership Capability	
Leading and supervising: <i>Setting directions and standards, delegating, motivating, empowering, developing others, recruiting talent</i>	
Presenting and Communicating Information: <i>Speaking clearly and fluently, expressing opinions, making presentations, responding to an audience, showing credibility</i>	
Analysing: <i>Analysing Information, probing for clarity, producing solutions, making judgements, thinking systemically</i>	
Learning and Researching: <i>Learning rapidly, gathering information, understanding rapidly, managing knowledge, ensuring organisational learning approach</i>	
Formulating Strategies and Concepts: <i>Working strategically, setting strategies, visioning, thinking broadly about the organisation</i>	
Planning and Organising: <i>Setting objectives, planning, establishing contingencies, managing time, resources and people, monitoring progress</i>	
Follow Instructions and Procedures: <i>Following procedures and instructions, time keeping, showing commitment, keeping to safety and legal guidelines</i>	
Coping with Pressures and Setbacks: <i>Coping with pressure, keeping emotions under control, balancing work and personal life, keeping optimistic, handling criticism</i>	

## **Selection Criteria**

Applicants are expected to address the selection criteria when applying for this position.

### **Essential**

- A. A PhD in a cognate discipline relevant to the School, or equivalent professional practice and standing, or evidence of equivalent reputation and standing.
- B. A significant record of scholarly research and publication, external grants and doctoral completions and/or a record of significant scholarly or professional contribution to the field as demonstrated by leadership positions and achievements within the profession or higher education sector.
- C. An extensive teaching history in a range of contexts and demonstrated capacity to lead the development of teaching and scholarly activity including the capacity to manage the delivery of a suite of undergraduate and postgraduate courses.
- D. Comprehensive knowledge of the tertiary education sector, including the political and policy landscape, University governance, academic and administrative processes, legislation and registration compliance requirements, equity principles, current and emerging trends and education for sustainability.
- E. Demonstrated strategic leadership capability and experience in leadership including operational planning, finance and resource management, change management, innovation and problem solving.
- F. Strong written, verbal and interpersonal skills and the ability to establish and maintain effective relationships with a diverse range of internally and externally to effectively represent, promote and maximise opportunities for the School Faculty and University.

## **Information for Prospective Staff**

### **Your Application**

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to [www.csu.edu.au/jobs/](http://www.csu.edu.au/jobs/).

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

### **Staff Benefits**

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

### **Essential Information for Staff**

- All employees have an obligation to comply with all the University's workplace health and safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Occupational Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further Information relating to Executive and Senior Managers at CSU can be found at:

[Accountability Statement for Executive and Senior Managers](#) is a document which sets out the accountabilities of executive and senior managers in relation to the achievement of the University's mission.

[CSU Leadership and Management Development Framework](#) defines the leadership expectations and capabilities of senior and executive staff.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)