



PROFESSOR AND HEAD OF SCHOOL

DEPARTMENT/UNIT	School of Education, Culture and Society
FACULTY/DIVISION	Faculty of Education
CLASSIFICATION	Level E
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Monash is full of thinkers and doers who are looking for their next challenge, so if you've forged a rewarding career so far, this role provides the perfect platform to join us. You'll have access to quality research facilities, infrastructure and teaching spaces to do exciting work, along with opportunities to collaborate internationally. You'll be part of a university that's made up of inspirational, challenging thinkers and doers – and continue doing work that makes a lasting impact. Discover more at www.monash.edu.

The **Faculty of Education** has an international reputation for excellence in research and teaching. With our teaching and through our research and engagement, we work to improve the quality of education in Australia and around the world. With counselling and educational psychology, we work to improve wellbeing and mental health in our communities. We are proud to equip the next generation of educators, counsellors, educational psychologists and researchers with the skills and knowledge to flourish in their work, and make a real difference in the world. Operating across two campuses, we offer a diverse range of disciplines that relates to our research strengths and society's needs.

We are also a highly experienced provider of customised professional learning and immersion programmes and the delivery of complex, capability-building initiatives for teachers, school leaders, psychologists and other professionals, working with governments and other agencies and organisations across Australia and around the world.

Our research is designed to tackle the big issues in education, psychology and counselling. Underpinning our work is a deep commitment to social justice, and to fostering fair, equitable and sustainable futures. As a Faculty, our academic teams work in one of three schools that align with their research. These are: the School of Educational Psychology and Counselling, the School of Curriculum, Teaching and Inclusive Education and the School of Education, Culture and Society. The Faculty has a vibrant research culture supported by research groups, distinguished research fellows, our student community and visiting scholars.

The **School of Education, Culture and Society** has a broad agenda, working together to look at big issues in the sociology of education, comparative and international education, lifelong education, critical education policy studies and educational leadership.

For more information about the Faculty, please visit our website: www.monash.edu/education.

POSITION PURPOSE

The Professor and Head, School of Education, Culture and Society, in the Faculty of Education, will lead the school's strategy and operational planning, and manage the school so as to achieve its strategic direction and goals. Eminently credible, energising and participatory in standing, outlook and approach, the position holder will drive the development of the School in its first iteration as the Faculty moves from a single unit to a School based structure.

The Professor and Head, School of Education, Culture and Society will grow and diversify the research agenda in the areas of Sociology of Education; Cultural Studies in Education; Comparative and International Education; Global Education Policy; Lifelong Learning; Higher Education; Creativity and Arts Education; Philosophy of Education and Anthropology of Education.

As a member of the Faculty Senior Leadership Team (FSLT), the position holder will be expected to bring a strong personal commitment and reputation in both education and research, and teamwork. Strong collaboration skills will be required in order to work with the FSLT and more widely across the Faculty as well as operational management and administrative expertise.

A considerable proportion of the work involved in this position will involve leading the creation of School-based processes and procedures; establishing the identity of the School nationally and internationally; and ensuring that all of the qualities and characteristics of the Transforming the Academic Workplace Culture Initiative are embedded in the school's policies and practices.

Reporting Line: The position reports to the Dean, Faculty of Education

Supervisory Responsibilities: This position provides direct supervision to approximately 6 staff

Financial Delegation: Yes, in accordance with the University delegations schedule

Budgetary Responsibilities: The position is responsible for managing a budget in consultation with the Dean, Faculty General Manager and Faculty Finance Manager

APPOINTMENT PERIOD

The Academic Leadership Role of Head of School will be for an initial period of up to 3 years with opportunity for renewal.

WORKLOAD ALLOWANCE

The role of Head of School will be allocated a workload allocation of 0.4 FTE (with an additional 0.1 FTE in the first year), with the remaining proportion to be dedicated to the incumbent's substantive position.

KEY RESPONSIBILITIES

In consultation with the Dean and other key stakeholders, a **Professor and Head of School** carries out specific duties that address the following key responsibilities of the position; namely, to:

1. Provide high-level strategic and ethical leadership to the School that is aligned with Faculty and University strategic and operational plans, by managing, administering and fostering excellence in teaching, research and professional activities
2. Work collaboratively with key staff across the Faculty, its Schools, and the broader University community, supporting the Dean as a trusted advisor in the ongoing development of a world-class faculty
3. Take responsibility for academic staff leadership and management, including team building, recruitment and selection, workload allocation, performance management and staff development, to ensure that all of the qualities and characteristics of the Transforming the Academic Workplace Culture initiative are embedded in the School's policies and practices

4. Foster research excellence in the School through procuring competitive research grants, leading significant research projects, and working with other staff to develop programs of research
5. Actively engage in a specialist research area in line with the Faculty's research strategy and themes, by maintaining a substantial active publications record (i.e. high-quality refereed journals), supervising graduate research students, and mentoring mid-career researchers to support capacity building, career development and succession planning
6. Provide committed support to teaching, curriculum development and research training, by participating in the Faculty's curriculum planning and development processes, academic committees, and relevant assessment, evaluation and review processes, with a focus on monitoring quality and innovation of individual and team teaching in the relevant discipline
7. Maintain and broaden collaborative partnerships with external agencies both nationally and internationally, making a significant contribution to the quality and development of the profession
8. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A doctoral qualification or equivalent accreditation and standing and recognised as a leading authority in the relevant discipline.

Knowledge and Skills

2. A vision for the future needs and development of the School's focus areas within Australia and internationally, from research and educational perspectives
3. Demonstrated capacity to lead change sufficient to the creation of a new academic School within the Faculty of Education, building structures and processes appropriate to a School-level within the Faculty's and University's overall leadership frameworks
4. Proven ability to formulate, communicate, implement, monitor and review a strategic/business plan ensuring alignment with organisational goals
5. Highly developed interpersonal and communication skills including the ability to liaise well with other academics, to mentor and develop staff, and to represent and advocate for the School as a contributing member on various boards and committees within the Faculty and the University
6. Demonstrated experience in various facets of academic management including the necessary leadership, strategic planning, financial, human resources and decision-making skills needed to manage a School
7. Evidence of outstanding scholarly activity of an international standard in the School's focus areas, including significant publications in the highest impact journals, a consistent record of high level research engagement and productivity, and a demonstrated continuing commitment to one or more programs of research
8. Demonstrated ability to attract external funding in the form of both national competitive grants and other research income, and in building links with industry, government, funding and professional bodies
9. Evidence of collaborative and interdisciplinary research projects and the ability to foster a research culture with less-experienced researchers
10. Evidence of innovation in curriculum development, course design and course management, and proven excellence in teaching
11. Willingness and capacity to make a substantial contribution to all activities of the Faculty, including administration and planning

12. Proven professional leadership qualities, behaviours and capacity for executive administrative responsibilities

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required
- This position will require a successful National Police Record check
- A current satisfactory Finance Check is required

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.