

## Director, University Department of Rural Health

### Faculty of Science

Classification	Senior Level 4
Delegation	This position has delegated authority to Band 7.
Special Conditions	Travel and overnight stays.
Nature of Employment	Fixed term (up to five (5) years)
Date Last Reviewed	March 2018

#### Our University Values



#### Our Core Competencies

Charles Sturt University (CSU) 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

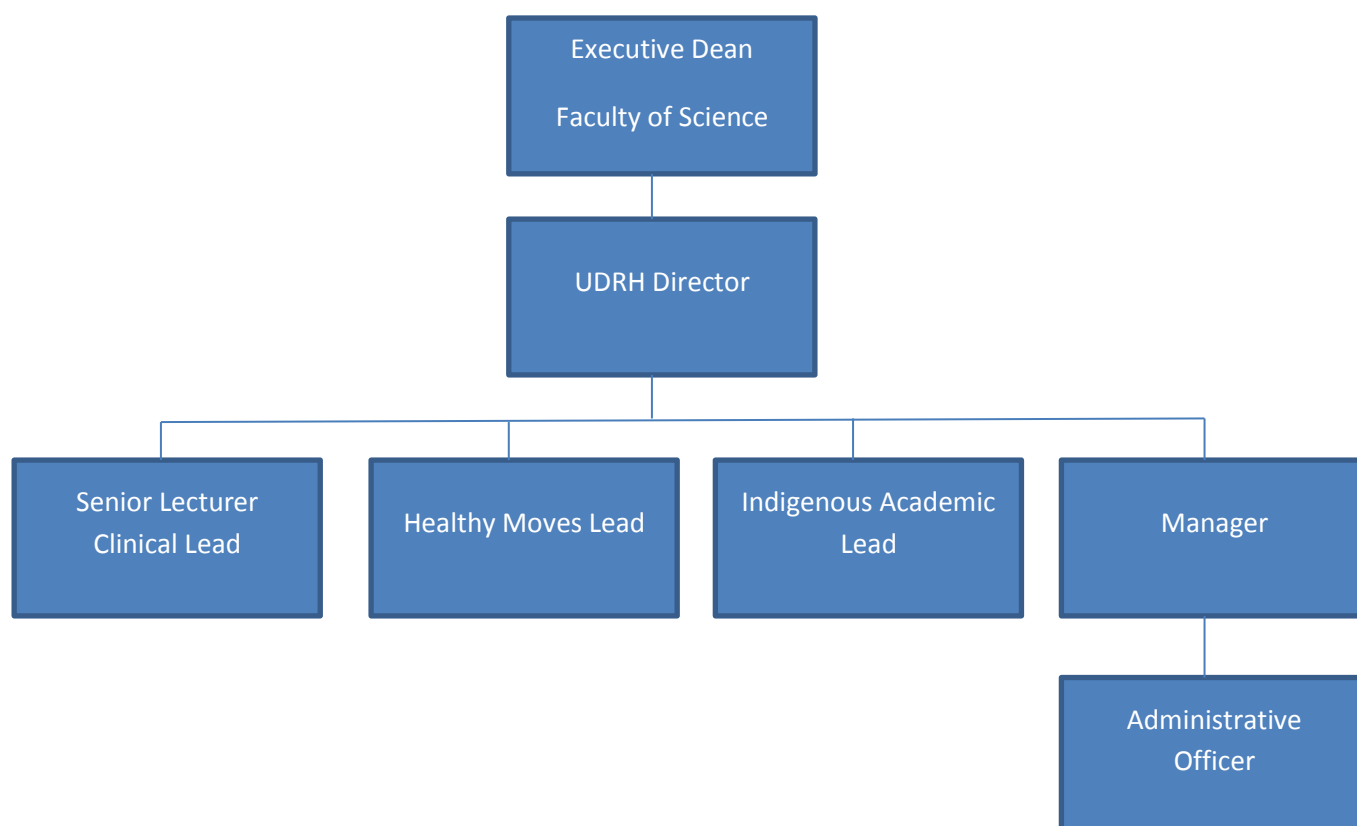
## Three Rivers University Department of Rural Health

The location of The Three Rivers University Department of Rural Health (UDRH) is based on the Charles Sturt University campuses in Wagga Wagga and Orange. The Three Rivers UDRH is a new alliance that brings together the unique geographical knowledge and expertise of CSU and its partners.

The key activities of the UDRH are:

- Raising the aspiration and success of Indigenous and rural students from the outer regional and remote footprint of the UDRH;
- Growing capacity for collaborative quality community-led rural clinical training, particularly in smaller regional communities and across expanded practice areas such as disability, aged care, mental health and primary care;
- Evaluating the activities of the UDRH, researching rural health workforce capabilities and trialing approaches to service delivery to enhance the health of rural Australians; and
- Fostering the development of future rural health capabilities by developing new multidisciplinary resources and training programs.

### Organisational Chart –Three Rivers UDRH



## **Reporting Relationships**

This position reports to:	Executive Dean (Faculty of Science)
This position supervises:	Academic and Professional/General staff
Governance:	Director will be a member of the Three Rivers UDRH Board of Governance. This Board will include a members of partner universities.

## **Position Overview**

The Director of the Three Rivers UDRH leads the management of academic activities, operations, staff, resources and engagement activities required to deliver high quality projects and research, to achieve the strategic objectives of the UDRH and meet the requirements of the Commonwealth Department of Health rural Multidisciplinary Training (RHMT) program.

The UDRH Director makes a significant contribution to academic leadership to develop the future rural health workforce and contributing to excellence in the provision of rural health services through the development of strategic industry partnerships.

The UDRH Director will also contribute to the leadership of the faculty and university.

## **Principal Responsibilities**

### **1. Academic Leadership and Strategic Direction**

- (a) Providing strategic direction to the UDRH aligned to the requirement of the RHMT program and consistent with University plans and policies;
- (b) Maintaining and enhancing the UDRH's program of activity and profile within the University, and the UDRH's relationship with the broader health industry;
- (c) Promoting excellence in health professional education and research through leading and actively participating in the RHMT program, and supporting the development of staff to achieve such excellence;
- (d) Leading effective collegial processes for the planning, development and monitoring of the UDRH's program activities, including liaising with the Three Rivers UDRH Board of Governance;
- (e) Encouraging collaboration within the UDRH, and with faculties and other academic units of the University and industry;
- (f) Working with Faculties on the effective supervision of Higher Degree by Research students and their projects;
- (g) Applying and promoting compliance with relevant legislation and CSU regulations policies, procedures, processes and guidelines.

### **2. Lead People and Manage Resources**

- (a) Lead and foster a workplace culture that is engaging, inclusive and respectful of others and values and promotes collaboration, team work and knowledge transfer;
- (b) Monitor budget development and managing the financial resources of the UDRH to ensure it operates within its program budget and in accordance with delegations and University requirements;
- (c) Allocate resources to achieve agreed plans and objectives;
- (d) Ensure the UDRH meets program reporting requirements;
- (e) Actively seek funding from nationally competitive grant schemes, government, industry and other sources both nationally and internationally to complement the research program;
- (f) Recruiting, inducting, developing and managing the performance of general/professional and academic staff of the UDRH, and manage all human resource matters in accordance with CSU policies, procedures and processes;
- (g) Foster regular communication and feedback to/from staff on relevant matters;
- (h) Promote safety and wellbeing for staff and students.

### **3. Representing the UDRH**

- (a) Contributing to the direction, leadership and management of the University;
- (b) Providing advice to the Executive Dean (Faculty of Science) on the needs of the UDRH; and
- (c) Represent the UDRH to the external community (nationally and internationally) by developing, promoting and maintaining links with appropriate industry, government, professional and community bodies.

### **4. Other duties appropriate to the classification**

## **Selection Criteria**

Applicants are expected to have the following requirements to be considered for this position:

### **Essential**

1. Postgraduate qualifications or equivalent accreditation and standing;
2. A record of significant academic achievement of national standing; or a record of significant professional experience in health services leadership;
3. 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 and education for sustainability;
4. Comprehensive understanding of the Australian health industry, particularly rural health and clinical training in a regional and remote setting;
5. Understanding of and demonstrated evidence in attaining external grants and research funding opportunities;
6. Demonstrated ability to provide effective leadership to both professional support staff and academics in a complex setting;
7. Demonstrated ability to develop and build academic capacity in research, scholarly and professional activities;
8. Demonstrated knowledge and skills in relation to strategic and operational planning, finance, resources and infrastructure management;
9. Excellent interpersonal and communication skills and a commitment to collaborative and collegial processes;
10. Demonstrated ability to develop and maintain strong relationships with industry, government, professional and communities to understand current and emerging issues and to achieve the strategic objectives of the UDRH;
11. Demonstrated commitment to cultural competence in the workplace and inclusion of culturally diverse people.

## **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 & 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 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](#)