

LOCAL TITLE:	Head Of Department
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PURPOSE OF THE ROLE

The Departments are the core of our academic program. The Heads of Department, working in conjunction with their Deans and Associate Deans, have an increasingly important role to play in academic development and management.


The primary role of the Head of Department is to provide academic and administrative leadership of the department and to facilitate a collegial, productive and safe working environment.

GENERAL RESPONSIBILITIES*Academic leadership*

- Lead and facilitate the research performance, undergraduate and postgraduate teaching, and outreach activities of the department
- Encourage and promote innovation and excellence in teaching and research
- Ensure the development, operation, maintenance and regular review of a profile of courses of the highest academic standards, including professional accreditation (where appropriate)
- Benchmark and improve performance against competitors and strive for continuous improvement
- Establish productive partnerships with business, commerce and industry organisations relevant to the department's research and teaching programs.

Financial responsibilities

- Manage efficiently the financial, human and physical resources of all types to achieve the appropriate objectives of the Department and ensure that resources are used for the purposes for which they are allocated
- Monitor Department expenditure against approved delegations and monitor financial performance against budget and take any steps necessary to adjust rates of expenditure in order to operate within budget
- Prepare estimates of resources needed by the Department in the context of the annual budget cycle.


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Staff management and development

- Be responsible for the management of staff within the Department, including staff planning, workloads, professional development and performance management
- Ensure that staff comply with University procedures with regards to leave arrangements, consultancies and other outside employment, and other University requirements
- Manage the Department’s staff and resources in accordance with legislative requirements and Division and University policies including occupational health and safety, finance, information technology, equal opportunity, anti-discrimination and employment matters
- Ensure the ethical conduct of staff including ethical use of communication networks
- Maintain good order and discipline and take any necessary steps in cases where it is considered that disciplinary action may be warranted
- Ensure that all new staff of the Department receive appropriate and effective induction
- Nominate appropriate appointees as Adjunct Professors and involve them in the activities of the department.

Other contributions

- Work closely with and report regularly to the Dean to ensure implementation of University, Division and Department strategic plans
- Contribute effectively to the Division Executive and other management committees
- Ensure adherence to legislation and University OHS policies
- Ensure that all reported incidents are fully investigated and preventative measures fully implemented
- Ensure that all OHS responsibilities are clearly defined and allocated in position descriptions, duty statements and discipline profiles
- Ensure a safe working environment for staff and students in the Department; academic staff have principal supervisory duty for the activities of their undergraduate and postgraduate student activities
- Engage in appropriate consultative processes within and across the Department in carrying out the above duties
- Maintain, as far as possible, a personal program of research
- Any other responsibilities as assigned by the Dean.

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CONDITIONS OF EMPLOYMENT

The Head of Department will be appointed for 3 years with the possibility of a second term of 3 years, but usually not more than 2 consecutive terms.

The remuneration for the position will include a salary loading (to be determined).

The Head of Department will report directly to the Dean and will work with the Dean, Associate Deans, other Heads of Department and senior managers as a member of the Division Executive committee.

The performance of the Head of Department will be reviewed annually by the Dean of Division under the Performance Management System. The review will be based on this role description.

PROCESS FOR APPOINTMENT

A Head of Department will be appointed by such procedures and for such terms of office as the Vice-Chancellor may determine.

The Dean will invite applications and nominations for the Head of Department position from members of the Department, at least a month before the expiration of the predecessor’s term of office.

Head of Department positions will be offered internally with the University retaining the ability to advertise externally if required (either simultaneously or subsequent to internal advertisement).


The basis of appointment will be against published criteria. The selection will be made by a panel comprising the Dean, three members of the Department and at least two appointees of the Head of College (with provisions to vary the numbers for large and small departments if required).

The Head of College may approve an acting Head of Department for a period of up to 12 months, if the Head of Department is absent from the University or temporarily unable to act, or while the appointment process is underway.

SELECTION CRITERIA


The following are the core selection criteria for Head of Department positions. Supplementary criteria reflecting particular circumstances in a Department may be added with the approval of the Head of College.

Preamble: Candidates must have a strong record of academic and professional leadership and a commitment to the pursuit of excellence in education.

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Essential Criteria:

1. A good understanding of the strategic directions of the university, the impact of these directions on the department's core areas of teaching, research and outreach, and the challenges facing education and research in their discipline.
2. Demonstrated abilities and skills in leadership, strategic planning, change management, financial management, human resources management and decision-making, as needed to manage a Department in an interdisciplinary Division.
3. Appropriate academic qualifications and a strong research profile (in accordance with the relevant discipline profile).
4. Wide experience of University teaching at all levels, including higher degree supervision and flexible learning approaches.
5. Excellent communication and interpersonal skills.

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