

Vacancy ID:	13016
Position:	Deputy Head of School
Work Unit:	School of Arts and Social Sciences
Cost Centre:	Deputy Vice Chancellor
Campus:	Lismore
Appointment Type:	Full time, continuing appointment at Associate Professor plus 3-year renewable term as Deputy Head of School
Availability:	Public
Salary:	\$118,624 to \$130,596 per annum plus leave loading and employer's contribution to superannuation
Closing Date:	Friday, 3 May 2013
Open to:	Australian and International applicants *Indigenous Australians are encouraged to apply

POSITION OVERVIEW

The School of Arts and Social Sciences is a large, multi-disciplinary School which offers programs in the areas of Humanities, Media, Contemporary Music, Visual Arts and Social Sciences on-campus and in flexible delivery modes, all of which include Honours programs. The School is based across three campuses located in Lismore, Gold Coast and Coffs Harbour. The School supports degrees at undergraduate and postgraduate levels, as well as postgraduate research degrees.

The Head of School is seeking to appoint a Deputy Head of School for a renewable three year term to manage and ensure operational alignment of the School's research portfolio. The underlying continuing appointment will be as Associate Professor. The Deputy Head of School will form part of the School's management team which comprises the Head of School, Deputy Head of School (Teaching), Deputy Head of School (Research) and School Administration and Technical Managers.

The successful appointee will be highly experienced in a broad range of academic management activities. They will have a successful track record of achievement in teaching and research; we are particularly interested in applicants in the field of creative industries or creative arts.

The successful applicant will also be expected to foster partnerships and develop and maintain appropriate links with community, professional and industry bodies.

The successful applicant may be required to act as Head of School should the Head of School be off campus and may be required to travel between all University campuses in order to undertake their duties.

Further information on the School of Arts and Social Sciences is available at: www.scu.edu.au/sass

SELECTION CRITERIA

Ideally, the appointee should possess the following qualifications, skills, abilities and experience:

1. Demonstrate a capacity to lead and manage a wide and complex educational portfolio, the management of which requiring demonstrated strong people management, communication and leadership skills.
2. Demonstrate an ability to effectively plan for and manage an allocated responsibility relating to the School's human, physical and financial resources.
3. Demonstrated high level skills in negotiation and conflict management.
4. Demonstrated commitment to cultural diversity and a working knowledge of equity and workplace health and safety principles in the workplace.
5. A doctoral qualification in one of the key discipline areas.
6. Extensive experience and demonstrated effectiveness in research development within a university setting.
7. A track record in scholarship and research as evidenced by publication output, grant application income,

and supervision of higher degree research candidates.

8. Experience in initiating, developing and successfully completing research, consulting projects, and/or other scholarly activities.
9. Evidence of professional engagement and a commitment to regional engagement.
10. A capacity for adaptability and flexibility in a rapidly changing environment.
11. Demonstrated commitment to cultural diversity and a working knowledge of equity and workplace health and safety principles in the workplace.

KEY RESPONSIBILITY

- Assist the Head of School to articulate, contribute to and drive the strategic development of the School in the context of the University's strategic plan. Assist in the development of operational plans for the School incorporating teaching, research and regional and community engagement across all campuses. Lead the development of new academic programs and manage course, unit and organisation unit reviews.
- Facilitate and promote research achievements within the School. Contribute to the development of research goals for members of the School, and develop and implement the School's research plan. Foster interdisciplinary research within the School and across the University.
- Assist the Head of School in undertaking annual Performance Management, Development and Review (PMDR) reviews for employees within the School in accordance with the University's PMDR Policy and PMDR completions are reported to HR Services within the timeline set out in the PMDR Policy.
- Develop, promote and manage strategic partnerships and collaborations with other educational institutions, external communities, regional organisations, industry, government and professional bodies and stakeholders.
- Ensure the financial viability of the School through developing and supporting appropriate strategies for commercial projects, international activities, research, consultancy and enrolments.
- Provide leadership to the Schools teaching programs in the relevant discipline area.
- Represent the School on University committees pertaining to this portfolio.
- Act in the absence of the HOS when required.

MINIMUM STANDARDS FOR ACADEMIC STAFF

Level D

A **Level D** academic will make an outstanding contribution to one or more categories of scholarship and the administration activities of an organisational unit, including a large organisational unit, or interdisciplinary area.

A Level D academic will make an outstanding contribution to the governance and collegial life inside and outside of the institution and will have attained recognition at a national or international level in his or her discipline. He or she will make original and innovative contributions to the advancement of scholarship in his or her discipline.

A Level D academic will make major original and innovative contributions to his or her field of study, which are recognised as outstanding nationally or internationally. A Level D academic will play an outstanding role within his or her institution, discipline and/or profession in fostering the scholarship activities of others, which may include research training.

For further information go to the [University's Minimum Standards for Academic Staff](#).

WORKPLACE HEALTH AND SAFETY

- Comply with the University's workplace health and safety (WHS) policies, procedures and instructions to ensure the health and safety of yourself and others at the University.
- Take corrective action to eliminate hazards at the workplace, or report those beyond their control to their immediate supervisor.
- Cooperate with the University to enable compliance with the relevant state WHS legislation and regulations.
- Take all practical measures to ensure that the workplace under their control is safe and without risk to health, and that all persons in the workplace take reasonable care to ensure the workplace is safe and without risk to health.
- Identify any unsafe or unhealthy conditions or behaviour and take corrective action for problems that are within their authority.
- In situations where the supervisor does not have the authority to take corrective action, report unsafe or unhealthy conditions or behaviour to the Head of Work Unit, together with a recommendation for

remedial action.

- Lead the successful implementation and operation of the University's WHS management system in the area of responsibility.
- Ensure WHS planning for the management of work hazards is integrated with other business planning processes.
- Implement University WHS procedures for identifying hazards, assessing risk and implementing appropriate control measures.
- Ensure WHS consultative arrangements are in place and operating effectively.
- Measure, monitor and report on the effectiveness of local arrangements for WHS implementation and ensure continuous improvement.
- Implement University WHS procedures for rehabilitation management.

CONTACT FOR FURTHER INFORMATION

Name: Professor Mike Evans, Head of School, School of Arts and Social Sciences

Phone: 02 6620 9161

Email: mike.evans@scu.edu.au

APPLICATION INFORMATION

This position may attract relocation assistance. See the [Relocation Assistance Policy](#) for more details.

Your application **must** include a completed [Job Application Cover Sheet](#), quote the Vacancy ID, systematically address the selection criteria, and include a CV, a list of publications, and the names, email, fax and phone number of two confidential referees. For further assistance go to [Applying for a Position](#).

Do not include copies of your degrees, diplomas, certificates, academic transcripts etc, with your application. If your application is successful you will be required to provide the originals of your qualifications when you commence.

Useful Links:

- [School of Arts and Social Sciences](#)
- [Information for Applicants](#)
- [SCU at a glance](#)
- [Why work at SCU?](#)

Applications, including your completed Job Application Cover Sheet, are to be submitted using one of the following options. If you send your application by email or fax we do not require a hard copy of your application.

EMAIL (PREFERRED):

jobs@scu.edu.au

POST:

Director, Human Resources
Southern Cross University
PO Box 157
LISMORE NSW 2480

FAX:

(02) 6622 4240

The University is committed to equal opportunity, workplace health and safety and cultural diversity.

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