



Charles Sturt
University

Position Description



Associate Head of School

<School>

<Faculty>

| | |
|----------------------|---|
| Classification | Academic Institutional Leadership Position |
| Delegation Band | Delegations and Authorisations Policy (see Section 3) |
| Nature of Employment | Fixed term |
| Workload | Normally 0.5 FTE |
| Date Last Reviewed | March 2021 |

<Faculty/School>

<Insert name of your section>

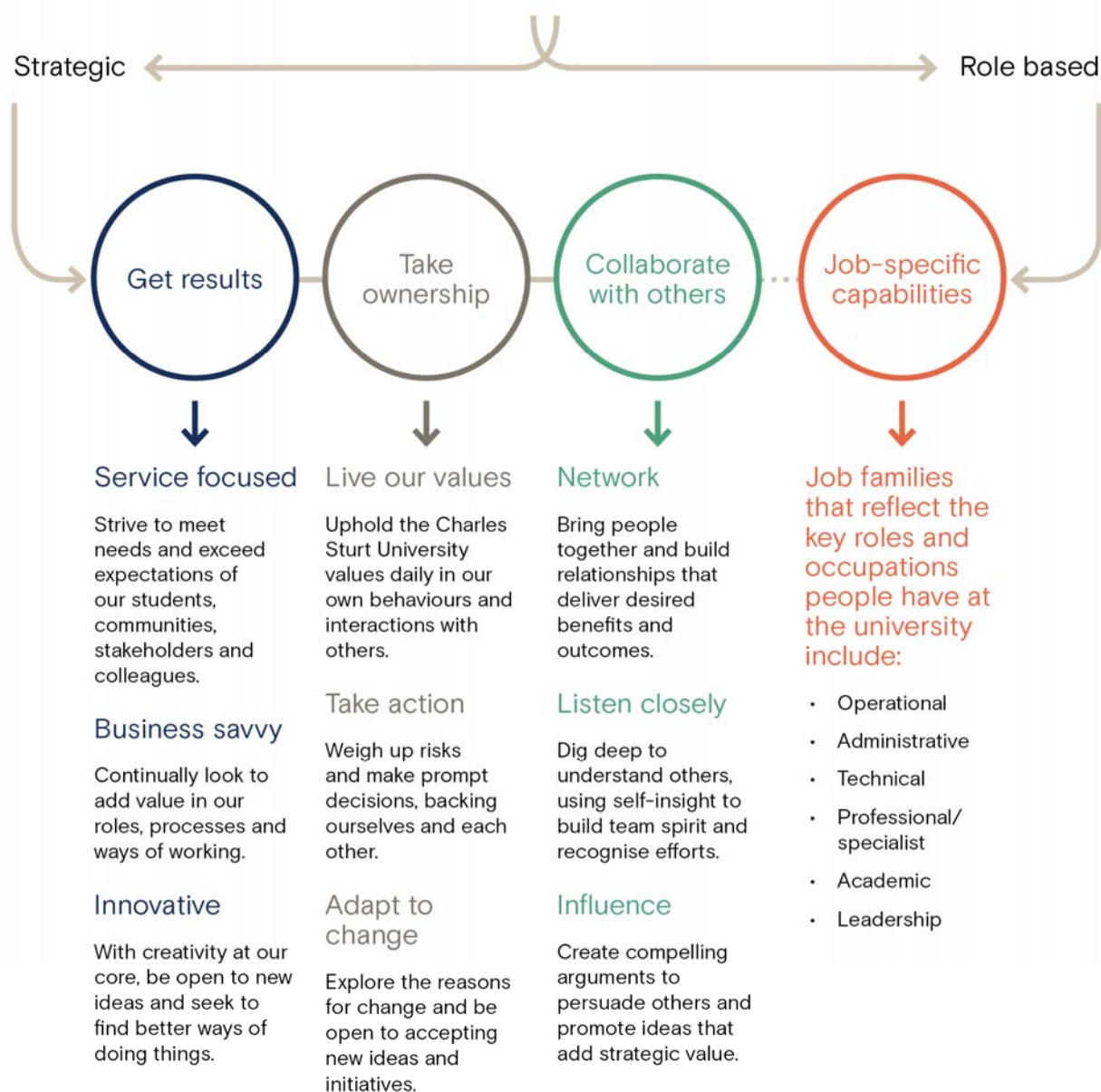
This area is an opportunity for promoting your Faculty/School/Division/Centre to potential applicants and describing how it fits within the University structure and contributes to the University Strategy. This can be copied and pasted from your section of the Charles Sturt University website and a hyperlink should be included.



Our Values

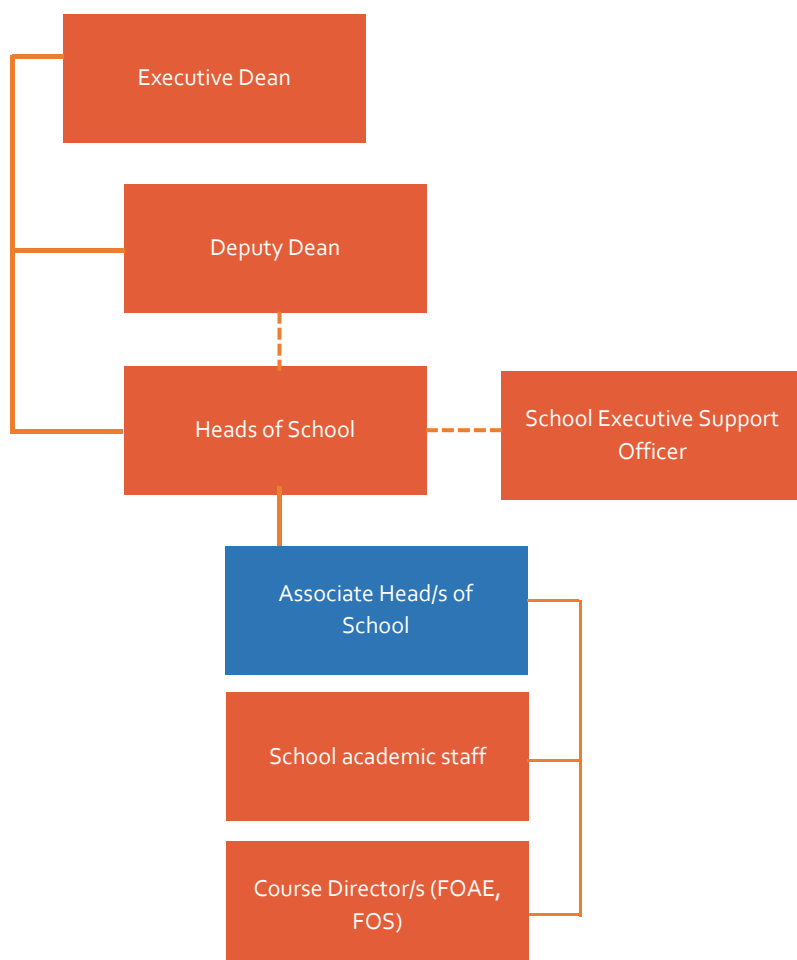


Our Capability Framework





Organisational Chart



Reporting relationship

This position reports to: Head of School

This position supervises: Academic staff of the School, and Course Directors (FOAE, FOS)

Key working relationships

- Associate Dean Academic
- Faculty and School staff
- Divisions of Charles Sturt



Position overview

The Associate Head of School supports the Head of School to achieve academic leadership in the development and delivery of learning and teaching and research activities, and in the operational management of the School. The Associate Head of School will have academic staff supervision and delegated portfolio responsibilities which align with an identified set of strategic and management objectives within the School. When delegated, the Associate Head of School is authorised to act for and on behalf of the Head of School.

Principal responsibilities

The Associate Head of School shall support the Head of School to:

- Lead and manage the School ensuring that School effort is contributing positively to the Faculty and the realisation of the University's mission and strategy.
- Develop, implement and review School plans of both a strategic and operational nature that develop and deliver high quality learning and teaching, a positive student experience, research impact and collaboration, community engagement and service.
- Maintain the confidence of staff building a culture that balances high performance with a harmonious and constructive work environment within the Schools and related enterprises.
- Ensure governance, academic risk management and operational frameworks are in place to support compliance with relevant legislation, University policy, professional accreditation requirements and higher education standards. This includes assisting in the provision of effective governance of the enterprise activities associated with the School.
- Identify, investigate and assess enterprise risks, taking necessary actions as appropriate to mitigate risks.
- Develop and maintain a culturally safe environment for staff and students.
- Maintain, at an appropriate level, a personal profile of achievement in teaching, research and/or professional activity.
- Facilitate the profile and standing of the School at both at a national and international level.
- When delegated, act for and on behalf of the Head of School.

More specifically the Associate Head of School will be responsible for staff supervision and development for a subset of school academic staff and/or for the oversight of a specific delegated portfolio as relevant to the School. These staff supervision and portfolio responsibilities are outlined below.

- Staff supervision and development
 - Manage human resource management requirements in respect to University policies and industrial instruments relating to academic staff of the School, including staff induction, probationary reviews, salary progression, management of leave, performance monitoring, performance management and outside professional activities.
 - Consistent with the School's workload policy, assist the Head of School in formulating the School's workload guidelines and managing workload allocations of academic staff of the School.
 - Promote excellence in the School's teaching, research, scholarly and professional activities, and support the development of staff to achieve such excellence.



Portfolio categories

- Learning and teaching portfolio
 - Lead the implementation of Faculty-wide procedures and practices related to the learning and teaching activities of staff in Schools including QUASAR and other learning and teaching quality oversight.
 - Monitor developments in, advise and facilitate with the Divisions School staff opportunities for staff professional development in teaching, and on the academic support systems available in the University (e.g. Academic Skills, Indigenous Access Program, etc.).
 - Provide advice, facilitate and design support mechanisms to ensure the full and compliant use of technologies in learning and teaching.
 - Oversee processes related to the identification, development and reward of quality teaching practices and scholarship in learning and teaching.
 - Provide expert and well-researched advice and recommendations to the School in relation to School-level learning and teaching strategy and delivery.
 - Design or link into ways to share and celebrate exemplary School practice in learning and teaching.
 - Work closely with the Associate Dean Academic.
- Workplace learning portfolio
 - Coordinate and deliver the School's workplace learning program, ensuring compliance with workplace learning policies.
 - Develop and sustain high level partnerships with relevant industry to enhance the workplace learning opportunities and quality of learning experiences for students.
 - Implement academic and professional governance of on campus and off campus workplace learning programs.
 - Use high quality information systems, communication and documentation to support the conduct of workplace learning.
 - Monitor and apply external agreements, regulatory and policy frameworks and related emerging issues of relevance to the School's workplace learning programs.
 - Liaise with other organisational units as appropriate to ensure the continuing quality of workplace learning.
- Partnerships portfolio
 - Lead, promote and manage the University's links with government, industry, public sector organisations, professional bodies and community groups fostering relationships to generate revenue and to benefit the School, Faculty and University.
 - Assist the HOS to liaise and work with third-party providers in the delivery of subjects, in particular, to ensure both the quality of the materials developed for third-party delivery, and in the monitoring of teaching quality by the partners.
- Research portfolio
 - Oversee the processes to ensure the quality supervision of Research Higher Degree students.
 - Lead, promote and support research activity within the school to meet the strategic directions of the School's research agenda.
 - Provide advice, facilitate and design support mechanisms to ensure the development of research capability among School staff.
 - Oversee processes related to the identification, development and reward of quality research practices and the acquisition of external research funding.
 - Provide expert and well-researched advice and recommendations to the School in relation to School-level research strategy and delivery.
 - Align the School practices and agenda in research to the University Research Strategy.
 - Work closely with the Associate Dean Research.



Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond the school, such as other campuses, as well as possible car and air travel and work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driving Hours Guidelines and Policy](#).

Selection criteria

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

Essential

- A. An academic appointment preferably at Level C or above.
- B. An established Scholar in a field relevant to the School, with PhD or equivalent, or equivalent professional practice and standing, or evidence of equivalent reputation and standing.
- C. Ability to contribute to the direction, leadership and management of the School consistent with Faculty and University plans and policies.
- D. Demonstrated excellence in the coordination and management of matters related to staff supervision and development, learning and teaching and/or workplace learning and/or partnerships and/or research.
- E. Excellent communication and interpersonal skills with the ability to work collaboratively across the School, Faculty and University, and foster relationships that extend and develop the activities of the School, Faculty and the University.
- F. Ability to manage and develop the finances, resources and infrastructure of the School related to the portfolio responsibilities.

