

# Head of Campus Policy

## Section 1 - Purpose

(1) The purpose of this Policy is to:

- a. define the role of Head of Campus;
- b. establish process for selection of Head of Campus; and
- c. describe the terms and conditions for appointment of the Head of Campus, and arrangements with the Budget Centres from which the Head of Campus is provided.

### Scope

(2) This Policy applies to Head of Campus.

## Section 2 - Glossary

(3) Nil.

## Section 3 - Policy

### Appointment of Head of Campus

(4) Charles Sturt University (the University) may appoint a Head of Campus to an individual campus, or group of campuses.

(5) Heads of Campus represent the Vice-Chancellor and the University in the region and on the campus, and report to the Director, Government and Community Relations.

(6) The duty statement for the Head of Campus is set out in [Appendix A](#) to this Policy.

(7) A Head of Campus may be appointed to the role for a term of up to four years.

(8) The Director, Government and Community Relations will issue an Expression of Interest (EOI) to all staff on the relevant campus to which the appointment relates (where possible) prior to the end of the current appointee's term.

(9) The Head of Campus must be, at the time of the EOI, listed on the establishment of the Campus to which the EOI relates unless otherwise approved by the Director, Government and Community Relations.

(10) An applicant for the position of Head of Campus must be at a sufficient level of seniority to properly exercise the functions and duties of the role.

(11) An application for appointment to the role of Head of Campus must include an approval from the senior executive member responsible for the relevant budget centre for the applicant to be appointed to the position.

(12) Appointment is at the discretion of the University. The University will take into account, and balance, a range of

factors in making the appointment such as:

- a. the practical skills, qualifications and experience of the applicant, or the potential of the applicant to develop the same through the role;
- b. the functional fit of the role with the position-holder's substantive position (that is, the extent to which holding the position would enhance their capacity to meet the expectations of their substantive role, and the extent to which functions performed in the two roles could be aligned to meet dual objectives e.g. attending a function that serves to meet their Head of Campus and substantive position duties);
- c. the established networks of the applicant within the relevant region and campus, as demonstrated for example by their engagement within or outside their substantive position in regional engagement, campus development and related activities;
- d. the preparedness and capacity of the applicant to fulfil the duties of the Head of Campus as set out in the Duty Statement;
- e. the career development goals of the applicant as expressed for example through their performance management plan and how the position aligns and supports these goals; and
- f. the reputation of the applicant in the community and on the campus, and how the appointment would be received within the community and the campus.

(13) To maximise the opportunity for appropriate staff to engage in this role, a Head of Campus will generally be appointed for a maximum of two terms.

(14) The appointment of a Head of Campus may be terminated at any time if it is necessary or convenient to do so, or if the titleholder ceases to hold a substantive position with the University.

## **Nature of Appointment**

(15) The title of Head of Campus will be held concurrent with a substantive position of the University unless otherwise approved by the Vice-Chancellor on the recommendation of the Director, Government and Community Relations.

(16) The Head of Campus role is an additional set of responsibilities that is incorporated into the duties of a substantive position-holder. It is not a separate or distinct position, unless otherwise approved under clause 16 in circumstances where the University requires a dedicated position (e.g. the establishment of a new campus).

(17) The duties of the Head of Campus title are expected to consume no more than an average of 20 per cent of the substantive position-holder's time, unless otherwise specified in the letter of appointment. It is expected that the weekly allocation of time will vary depending on the activities required from time to time.

(18) Where the position-holder does not have a University motor vehicle as part of their existing salary package, the position-holder will be granted access to a University motor vehicle as part of their role in accordance with the University policy on the provision of motor vehicles to senior staff, or may elect to receive an allowance to a value determined by the Chief Financial Officer from time to time in lieu of a motor vehicle.

## **Arrangements with Budget Centre**

(19) In approving an appointment, the senior executive member is agreeing to allow the employee to assume the responsibilities of Head of Campus.

(20) The provider Budget Centre will assume responsibility for the full salary and on-costs associated with the position-holder's appointment to the Head of Campus role (that is, the contribution of 20 per cent of the time of the position-holder to the Head of Campus role).

(21) The Office of Government and Community Relations will assume responsibility for all other operational costs,

motor vehicle costs (or allowances), travel and accommodation associated with Head of Campus responsibilities, and other administrative costs of the role of Head of Campus.

(22) The Head of Campus will continue to be supervised by the position-holder's normal supervisor, including approval of leave, workplace health and safety and related employment matters. The Head of Campus will be responsible for notifying the Director, Government and Community Relations of any periods of leave or related matters that may impact on their performance of the role of Head of Campus.

(23) The Director, Government and Community Relations may approve an acting Head of Campus if required, with the consent of the provider Budget Centre Manager, during periods of leave of the Head of Campus greater than one week. It is expected that an acting Head of Campus should not be required to perform any complex or major decision-making tasks, but rather attend functions or activities for the Head of Campus during their period of leave. The Budget Centre providing the acting Head of Campus will assume responsibility for salary and associated costs in the same manner as provided in clause 21. No allowance will be payable to an acting Head of Campus.

(24) The Budget Centre supervisor may request a performance evaluation against the Head of Campus Duty Statement from the Director, Government and Community Relations to be taken into account as part of the position-holder's annual performance evaluation.

(25) Any concerns regarding the management of workload of the Head of Campus will be negotiated by the senior executive and the Director, Government and Community Relations.

## Status and Details

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