Associate Head of School (Education)

Position Description

NATURE AND SCOPE
UNSW’s aspiration is to continuously improve our position as a leading research-intensive university in Australia and a peer in good standing with the best globally. Its strengths are built on traditions of the highest academic standards, a record of leading the way with industry and community partnerships and a history of engaging internationally. The UNSW Strategic Intent reflects our fundamental mission of education, research and community engagement.

The School is the critical work unit to deliver on the academic priorities of the University and in interactions with students, alumni, industry, government, professional bodies and the community.

The Head of School provides leadership to a group of highly skilled people to carry out the work of the School and is supported by the School Leadership Team, including the Deputy Heads of School, Associate Heads of School, the School Manager (who is responsible for the hands on administrative and operational management of the School) and staff appointed to Director and Coordinator roles.

Associate Heads of School, Deputy Heads of School, Directors and Coordinators are accountable for working collegially and constructively with the Head of School, the School Executive and other academic and professional members of staff within the School to lead its strategic direction and overall research performance, student education experience and community engagement.

JOB PURPOSE
The purpose of the Associate Head of School (Education) is to assist the Head of School and Deputy Head of School (Education) in the leadership of the School, and ensuring its smooth running.

Commencement Date
The commencement date is negotiable.

Term of Appointment
The term of appointment is negotiable. The normal term of appointment as Associate Head of School (Education) is for 2-3 years.

Workload Management
The Associate Head of School (Education) will be offered workload relief for their term by negotiation. Workload would be considered Medium under the CSE workload model.
LEADERSHIP RESPONSIBILITIES
Associate Heads of School, Deputy Heads of School, the School Manager, Directors and Coordinators will work with the Head of School to:

1. Develop a strategic vision for the School that is aligned with the UNSW Strategic Intent, and engage staff within the School to realise that vision.
2. Drive the overall performance of the School in meeting the University’s academic objectives.
3. Build the capability of staff within the School through effective talent management and succession planning strategies supported by regular communication, quality performance conversations, coaching and addressing barriers to high performance.
4. Represent, promote and advocate for the School to internal audiences through proactive collaborations, interdisciplinary activity and promulgating the University’s strategic objectives to staff within the School.
5. Build and sustain excellent relationships with potential students and high schools, potential employers of students, donors, alumni, the community, business, and government to ensure the interests of the School are effectively promoted and advanced.
6. Ensure that the School is effectively administered, including through optimum allocation of resources, operating within budget and meeting various legislative and compliance obligations of the University as they relate to the School.

Associate Head of School (Education)
Duties
1. Assistance in the management of the School’s teaching programs, including:
   a. Coordination of the development and publication of course outlines;
   b. Coordination of course and program evaluations;
   c. Academic staff workload allocation; and,
   d. Timetabling.
2. Assistance in the coordination of proposals for program and course changes.
3. Development and implementation systems to quality assure the School’s teaching programs, including on issues such as:
   a. Curriculum development and review;
   b. Assessment techniques;
   c. Marks;
   d. Teaching quality;
   e. Workload monitoring;
   f. Teaching task assignment; and,
   g. Student experience.
4. Build and sustain relationships with relevant external and internal stakeholders.
5. Assistance with supervision of the Program Coordinators in consultation with the Deputy Head of School and Head of School.
6. Assistance with the accreditation of the School’s teaching programs.
7. Assistance to the Deputy Head of School and Head of School in developing a strategic direction for the School’s teaching programs.
8. Act as Deputy Head of School when required.
9. Attendance at and assistance with marketing and recruitment activities including, but not limited to, Open Day, Info Day and high school information days.
SELECTION CRITERIA

- Ability and capacity to direct, implement and monitor the implementation and effectiveness of the Schools’ learning and teaching agenda.
- Demonstrated capacity for teaching management and teaching mentoring.
- Demonstrated capacity for program and course development, course and program management.
- Ability to develop a vision and strategy for teaching in the School. This includes teaching practices and the use of technology for teaching.
- Ability and willingness to manage the effective day to day operations of the School as delegated by the Head of School and Deputy Head of School (Education) and support the HoS and DHoS in long term strategic planning.
- Ability and willingness to work constructively and collegially in support of the strategic and operational direction of the School and Faculty.