POSITION SUMMARY

The Deputy Head of School (DHOS) will provide high level support to the Head of School in the academic leadership and management of the School, to be an executive member of the School, to lead and manage the strategic direction and overall research performance of the School and the identified delegate of the Head of School for specific matters as delegated by the HoS or during their absence. The role requires the ability and willingness to work constructively and collegially in support of the strategic and operational direction of the School and Faculty.

Strategy and Planning
The DHOS supports the development and implementation of strategic and operational initiatives as required. Acts as an advisor to the HOS on strategic and planning matters.

Research Performance
Supports the HOS in the development of the research profile activities and research agenda of the School. Acts as HOS delegate in research matters as requested.

Operational & Financial management
Delegated authority as acting HOS as required for the day-to-day administration of the School. Contributes to the financial management of the School where relevant.

Staff Development and Management
Supports the HOS in the recruitment, performance management and development of Academic and Professional and Technical staff.

Faculty and School Representation
Serves on committees and boards as required either as an executive member of the School or as a representative of the HOS.
ORGANISATIONAL ENVIRONMENT

Overview of the Faculty/School/Divisional Work Unit

The School is one of the largest computing schools in Australia. It offers undergraduate programs in Software Engineering, Computer Engineering, Computer Science and Bioinformatics, as well as a number of combined degrees with other disciplines. It attracts excellent students who have an outstanding record in international competitions. At the postgraduate level there is a large PhD research program and coursework programs at the Master’s and Graduate Diploma level in Computing and Information Technology and at Graduate Certificate level in Computing.

Statistics

Please refer to the School’s website, located at: http://www.cse.unsw.edu.au/.

Reporting Relationships

Supervisor’s title: Head of School

The Deputy Head of School reports directly to the Head of School to shape and realise the strategic priorities and performance of the School in line with Faculty and University priorities. The academic staff of the School report to the Head of School who is supported by the School leadership team which include a School Manager, 2 x Deputy Head of School, and Academic Co-ordinators.

Other positions reporting to the supervisor: Academic and Professional staff in the School

Positions reporting to this position: N/A

Other relationships: The Deputy Head of School will be expected to build relationships with and work effectively with academic, professional and technical staff across the school.

KEY DUTIES & RESPONSIBILITIES

• Support the development and implementation of strategic and operational initiatives as required.
• Acts as an advisor to the HOS on strategic and planning matters.
• Hold delegated authority as acting HOS as required for the day-to-day administration of the School.
• Contribute to the financial management of the School where relevant and holding other financial delegations as appropriate.
• Serve on committees and boards as required either as an executive member of the School or as a representative of the HOS.
• Chair and attend meetings in absence of HOS.
• Drafts responses to programs or initiatives as required by Faculty, DVC, VCAC and external bodies.
• Attend the Dean of Engineering Management Committee as required in the absence of the HOS.
• Support the HOS in the development of the research agenda of the School.
• Assists staff (directly or through research co-ordinators) to develop their research profiles
• Contributes to strategies to attract and retain research students, PhD supervision and PhD completion rate matters.
• Provides advice and mentoring to staff on research matters; including grant applications and research profile.
• Prepares advice to HOS in regards to assisting academic staff to improve their research profile.
• Chairs the School’s Research Committee
• Oversee HDR Coordinator Role.
• Annual distribution of SPF02 and SPF04 funds to support strategic research areas in the school along with any other School funds allocated to strategic research.
• Overview of the ongoing professional development of academic staff in the areas of research including; staff recruitment, early career research support, performance review and management, promotion process; serves as a member of School and Faculty selection and promotion committees.
• Advises permanent and fixed term staff on research related matters, mentors staff; coordinates the recruitment of permanent and fixed term staff and provides selection advice to HOS.
• Review, manage and execute visiting and conjoint appointments on behalf of the HOS.
• Review, manage and execute travel fund allocation and travel approval on behalf of the HOS.
• Liaise with CSG on systems requirements for research (CMAC).

SELECTION CRITERIA

• Ability and capacity to direct, implement and monitor the implementation and effectiveness of the Schools’ research.
• Demonstrated capacity for research management and research mentoring.
• Demonstrated ability for strategic research.
• Ability to develop a vision and strategy for research in the School.
• Ability and willingness to manage the effective day to day operations of the School as delegated by the Head of School and support the HoS 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.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.