

Position Title	Discipline Head (Aviation)
Group/Portfolio	Griffith Sciences / School of Engineering and Built Environment
Classification	Associate Professor (Level D) / Senior Lecturer (Level C)
Position Number	00043299
Reports To	Head of School
Employment Type	Fixed term

1.0 Position Purpose

The Discipline Head will be required to lead the Discipline across campuses and to provide strategic leadership in learning and teaching and research in collaboration with Institute and Centre Directors. The Discipline Head will continue to lead the development of curriculum and provide innovative strategies to ensure continual improvement of teaching quality and performance monitoring of the discipline's programs and courses. They will also provide leadership, mentoring and line management of staff within their discipline.

2.0 Eligibility Requirements

- The occupant will hold relevant tertiary qualifications up to doctoral level or equivalent accreditation and standing along with proven extensive experience in research, undergraduate and postgraduate teaching, program and course development and coordination.

3.0 Key Responsibilities

- Contribute to the development of academic program plans for the discipline and assist the HoS and Deputy Head L&T in the development and implementation of the School's learning and teaching strategy.
- Provide supervision and strategic leadership to members of the discipline in the areas of program development, research and international/ professional engagement with government, industry and community.
- Responsible for effectively and efficiently managing staff and resources to achieve high quality outcomes in line with University and Group strategic and operational plans, policies, legislation and other relevant parameters.
- Ensure that effective professional development activities and performance reviews are conducted in a timely manner in accordance with policy to achieve the University's objective of high quality development and staff performance.
- Responsible for the oversight of standards pertaining to the discipline, and (with HoS) the preservation of disciplinary integrity.

- Assist the HoS and Deputy Head L&T in implementing and monitoring the allocation of workloads in accordance with the provisions of applicable EB agreements and other University policies.
- Monitor the performance of the discipline's programs and courses and implement the University's quality assurance and enhancement processes to ensure the continual improvement of teaching quality.
- Contribute to the promotion of the discipline and its programs internally and externally and facilitating effective relationships and collaborations with researchers across all campuses, research centre directors, theme leaders, and industry partners.
- Represent the discipline to external communities including government departments, professional bodies, international and local communities, relevant to the discipline/ school
- Cultivate strong relationships with a variety of stakeholders, including students, faculty, staff, Executive, the community, and partners that support and enhance the School's mission.
- Contribute to developing strategies and collaborations with central administration units and all staff to publicise and market the disciplines' courses, research programs and to enhance the reputation of the School to ensure its ongoing viability
- Provide values and ethics-led academic leadership that fosters excellence in learning and teaching, research, scholarship and external engagement outcomes.
- Support, ensure and maintain compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Others section of our [Capability Development Framework](#)