Position Title	Head of School, School of Pharmacy and Medical Sciences
Group/Portfolio	Griffith Health Group
Classification	Professor (Level E)
Position Number	00050952
Reports To	Group Pro Vice Chancellor/Group Dean (Academic)
Employment Type	Fixed-Term 3 years

1.0 Position Purpose

The Head of School is a key leadership role within the University and is responsible for achieving the School's vision and mission by providing strategic leadership and management of the performance of the School in teaching and learning, research and external engagement; and for planning and aligning financial and staff resources with the University's strategic objectives.

The Head of School works collaboratively with faculty and staff including the Group PVC, Deans, Research Centre / Institute Directors, Deputy Heads of School, other Heads of School within the Group, Program Directors/Convenors, First Year Coordinators, and academic and administrative support elements, in achieving outcomes. In particular, the Head of School leads an executive team and works closely with the Deputy Head and the School Manager, delegating specific tasks to these managers as relevant and as appropriately approved by the Pro Vice Chancellor of Health.

2.0 Eligibility Requirements

- The occupant will hold a relevant PhD qualification along with proven expertise in the management of significant human and material resources within the higher education sector.

3.0 Key Responsibilities

- Carriage of overall program performance and improvement for programs managed by or aligned with the School, ensuring compliance with University and professional accreditation processes and the quality assurance of courses.

- Build a high-quality research culture in the School, including a high-quality research training program, in consultation with any relevant Research Centre or Research Institute Directors.

- Contribute to the development of academic program plans for the School and Group and to the development and implementation of the Group's learning and teaching strategy.

- Responsible for effectively and efficiently managing staff and resources within allocated budget to achieve high quality outcomes in line with University and Group strategic and operational plans, policies, legislation and other relevant parameters.

- Implement and monitor the allocation of workloads in accordance with the provisions of applicable EB agreements and other University policies.

- Responsible for creating a productive work environment that encourages staff engagement and staff satisfaction; and ensuring that effective staff supervisory and performance reviews are conducted in a timely manner in accordance with policy to achieve the University's objective of high-quality staff development and staff performance.

- Represent the School to external communities including government departments, professional bodies, international and local communities, relevant to the School and establishing and maintaining advisory boards relevant to the School.

- Develop clearly defined roles and responsibilities for all staff; support their professional development, ensure through performance reviews and evaluations that all faculty and staff are contributing to the School at or above expectations and within the mission and core values. Develop appropriate mentorship or coaching opportunities as needed.

- 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 and lead strategic and financial planning to support the School's long-term sustainability.

- Develop strategies and collaborate with central administration units and senior staff to publicise and market the School's 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.

- Lead and promote 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