Position Title	Deputy Head of School (Research)
Group/Portfolio	School of Medicine and Dentistry, Health Group
Classification	Professor (Level E)
Position Number	00055492
Reports To	Head of School Dean (Research)
Employment Type	Full-Time; Fixed-term (five years)

1.0   Position Purpose

The Deputy Head of School Research is a key leadership role within the University and is responsible for providing visionary, strategic leadership and management of the School's research portfolio in collaboration with the School's Executive team, the Dean (Research) and other relevant elements within the University.

The Deputy will deputise for and support the Head of School (HoS) in achieving the School's vision and mission by assisting the HoS in the provision of strategic leadership and management of the performance of the School in research and external engagement.

The Deputy Head of School Research works collaboratively with faculty and staff including the Group Pro Vice Chancellor, Deans, Research Centre / Institute Directors, other Heads of School within the Group, and academic and administrative support elements, in achieving outcomes.

2.0 Eligibility Requirements

- The occupant will hold a PhD or equivalent qualification in an appropriate discipline, in conjunction with proven expertise in the management of significant human and material resources (8+ years) within the higher education sector.

3.0 Key Responsibilities

- Assist the Head of School in building a high-quality research culture in the School, including a high quality research training program, in consultation with relevant Research Centre(s) or Research Institute Directors.

- Provide values and ethics-led academic leadership that fosters excellence in research, scholarship and external engagement outcomes.

- Assist the Head of School to establish and analyse key performance indicators and value-added data for the benefit of the School, develop and implement the School's research operational plan with appropriate performance indicators, strategies and targets in line with the Research Quality Framework and the broader research priorities of the Group.

- Deputise for the Head of School as required and be 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.

- Assist the Head of School in implementing and monitoring the allocation of research workloads in accordance with the provisions of applicable Enterprise Agreements and other University policies.

- Assist the Head of School in planning and executing major changes to programs, staffing, courses and teaching/learning and research priorities, including the integration of different disciplines into the School's research offerings.

- Under guidance from the Head of School, 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, industry healthcare partners, international and local communities, relevant to the School and establishing and maintaining advisory boards relevant to the School's research.

- Assist in the development of clearly defined roles and responsibilities for all staff; support their professional development, ensure through performance reviews and/or 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.

- Contribute to developing strategies and collaborate with central administration units and senior staff to publicise and market the School's research programs and to enhance the reputation of the School to ensure its ongoing viability.

- 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 as laid out in the Health Group Charter.

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 Self section of our [Capability Development Framework](#).