

POSITION DESCRIPTION

Director, Hawkesbury Institute for the Environment



POSITION DETAILS

Position Title	Director, Hawkesbury Institute for the Environment
Classification	Senior Academic
Position Number	7007090
School/Office	Hawkesbury Institute for the Environment
Division	Provost

POSITION PURPOSE

The overall objective of the Director's position is to enhance the University's reputation and grow research income by supporting coordinated, cross-disciplinary research programs that generate knowledge and understanding about the influence of environmental change on agricultural and natural ecosystems.

KEY ACCOUNTABILITIES

The Director will be responsible for leading the Institute and ensuring it continues to be internationally recognised for its high-quality research outcomes and robust partnerships with government, industry and community organisations. With support from the HIE Operations Committee, they will be required to develop a detailed strategy and business plan to:

- Provide overall strategic management and leadership for the Institute, its staff and associates including initiating major strategic initiatives and financial and human resource management;
- Oversee the development of the overall intellectual profile and coherence of the Institute's activities, including research, teaching and public engagement;
- Represent the Institute at relevant national and international fora, both within the higher education sector and beyond;
- Oversee the development of the Institute's higher degree research education program and professional training;
- Promote linkages and opportunities for collaboration with Faculties and Schools, and other relevant research groups within the University;
- Oversee the development and implementation of productive research partnerships with other Australian and international universities, and with research users and industry partners;
- Ensure that the Institute's research outcomes and KPIs are met, and are of the highest quality;
- Develop strategy to ensure research excellence and the financial stability of the Institute.

A major objective of the Director's position is to attract talented and energetic new staff to the Institute and develop Key Performance Indicators (KPIs) that ensure the Institute's research outcomes are of the highest quality and that output targets are met. Emphasis will be placed on promoting a recognisable Institute with shared goals and responsibilities.

The Director will have responsibility for the effective and smooth operation of the Institute and collegial relationships among staff members and will be the strategic leader with responsibilities for defining its future research directions and ensuring that it is recognised as an international hub of high-quality research. The Director will be required to build strong links between the Institute and the University's academic programs by fostering collaborative opportunities within the University and play a vital role in capacity building of researchers.

MAIN DUTIES AND RESPONSIBILITIES

Leadership and Management:

1. Provide innovative and scholarly research leadership and enhance the reputation of the Institute and WSU and growing research funding.
2. Ensure the financial stability of the Institute by preparing and managing budgets and expenditure on all areas within the Institute;
3. Liaise with Faculty Executive Deans and Associate Deans and School Deans to develop strong links between the Institute's research and the Schools' academic programs, contributing to the University's teaching and curriculum development.
4. Establish KPIs for publications in high quality journals, external funding and postgraduate completions;
5. Conduct regular reviews to ensure that academics and professional staff reach performance targets;
6. Develop the Institute's strategic direction to address critical problems and implement a research plan to position the Institute appropriately in key discipline areas;
7. Initiate and oversee the development of research programs within the Institute to develop the intellectual profile and coherence of the Institute's research;
8. Effectively manage human resources by ensuring timely and effective negotiation and monitoring of workloads, supervision and feedback on performance; foster the professional development of academic and professional staff and ensure that all staff in the Institute understand their responsibilities, particularly in relation to staff management;
9. Ensure that there is strong mentoring of early career researchers in the Institute by its senior researchers;
10. Establish and maintain effective communication processes within the Institute including the timely communication of information when changes occur; provide information on any matter connected with the organisation and work of the Institute as requested by the Senior Deputy Vice-Chancellor, Research, Engagement & Global (or nominee)
11. Champion collaborations across the University and with local and global partners as part of One Western.

Research:

1. Ensure that academics actively engage in high quality, internationally recognised research relevant to the key discipline areas of the Institute;
2. Initiate collaborative research projects with credible national and international partners in areas relevant to the Institute;
3. Drive academic staff to pursue research opportunities and external funding (particularly ARC Future Fellowships, Discovery and Linkage grants) in conjunction with the Director of Research;
4. Take a lead role in attracting external research funding to support high quality research;
5. Facilitate research seminars and conferences to publicise the Institute's research to

industry, government and the wider research community to encourage research collaborations and partnerships;

6. Promote a lively and robust research culture among the Institute's staff and students.

Research Training:

1. Oversee the development of the Institute's research training program and professional training;
2. Supervise honours research projects and postgraduate research theses;
3. Implement strategies to enhance the student experience and retention including providing timely and accurate information to students and use evidence to target and monitor quality improvement initiatives.

Governance:

1. Develop, implement and evaluate a comprehensive operational plan outlining the Institute's academic and resource strategy, and priorities that ensure University policies, codes and procedures are implemented within the Institute by establishing appropriate administrative and academic structures and ensuring annual performance monitoring is undertaken consistent with the University's quality management and improvement framework;
2. Manage effective and efficient use of University resources and measure and report to Provost on financial budgets and ongoing expenditure of funds and other resources to support the operation of the Institute.
3. Develop and maintain effective and efficient administrative systems to ensure the smooth operation of all activities undertaken by the Institute in conjunction with other senior Institute staff;
4. Contribute to planning and implementation of policy and strategic directions of the University and, as a senior member of staff, contribute to the development of the University.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. PhD in a research field related to the activities of the Institute or equivalent research achievement as demonstrated by publications in a relevant discipline;
2. An international reputation for excellence in research as evidenced by peer-reviewed papers in high impact journals, obtaining competitive research grants, and developing research networks;
3. A record of successful supervision of postgraduate research students;
4. A demonstrated record of leadership in research and the ability to establish and lead a research team;
5. Capacity to develop and implement a strategic vision for the Institute's future;
6. Outstanding communication, people management and negotiation skills, a commitment to delegated authority management approaches and the ability to focus on outcomes;
7. Experience in, and commitment to, inter-disciplinary, innovative and collegial principles in the provision of education services;
8. An ability to develop and maintain strong professional links with government, industry and the community;
9. An ability to contribute to public debate and government policy development in relevant areas.

KEY RELATIONSHIPS

This position reports to the Provost

This position supervises various positions in the Institute including:

- Director of Research
- Institute Manager
- Technical Manager – Field Based Research
- Senior Technical Officer, Controlled Environments
- Digital Phenotyping Coordinator

Success in the role will be dependent on developing and maintaining positive relationships with:

- Vice-Chancellor and President
- Provost
- Pro Vice-Chancellor, Research & Innovation
- Deputy Vice-Chancellor and Vice-President, Education & Students
- Deputy Vice-Chancellor and Vice-President Indigenous Leadership
- Deputy Vice-Chancellor, Western Sydney and External Engagement
- Chief Operating Officer
- Academic and Professional staff of the Institute
- Executive Dean and Deans of the Faculty of ECS
- Senior University staff
- Students

Key external relationships:

- National and international researchers with relevance to the Institutes research program and recognised for research excellence;
- Government organisations, industry, community leaders and the respective communities at large relevant to the programs of the Institute.

CHALLENGES

- Navigating competing strategic and operational priorities across teaching, research, and external engagement while maintaining alignment with University objectives.
- Ensuring curriculum and research innovation, and continuous improvement in a rapidly evolving external landscape.
- Strengthening stakeholder relationships and interdisciplinary collaboration to enhance curriculum relevance, graduate employability, and research impact.
- Managing workforce performance, financial sustainability, and academic currency to maintain the Institute's competitiveness and reputation.
- Effective financial and human resource management in an environment of competing priorities.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by:
Date: