

POSITION DESCRIPTION



Director, Institute for Culture and Society



POSITION DETAILS

Position Title	Director, Institute for Culture and Society
Classification	Executive Level
Position Number	602001
School/Office	Institute for Culture and Society
Division	Provost

POSITION PURPOSE

The overall objective of the Director's position is to amplify the University's reputation and grow research income by supporting coordinated, cross-disciplinary programs to generate knowledge and understanding emerging challenges across society and culture, technology and environment in Australia and internationally.

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 ICS Operations Committee, they will be required to develop a detailed strategy and business plan to:

- Ensure research excellence and financial and institutional stability.
- Continue to develop the Institute's interdisciplinary approach across specific strategic fields of research.
- Advance engaged research to address WSU Global Challenges including cultural policy and infrastructure; housing security; social justice; the conditions and limits of automated technologies; liveable environments and healthy communities; and sustainable futures.
- Exercise overall academic leadership of the Institute ensuring that potential synergies across units and disciplines are maximised.
- Work actively to identify and secure research funding.
- Actively seek collaborations with industry and other partners, nationally and internationally. Undertake research in a field related to the Institute's five research programs: Automated Worlds; Borders and Migration; Environment and Technology; Queer Cultures; Urban Futures, and other research nodes including Disability and Sustainability.

KEY ACCOUNTABILITIES

Leadership and management:

1. Provide innovative and scholarly research leadership and enhance the reputation of ICS and WSU and growing research funding.
2. Ensure the financial stability of the Institute.
3. Establish KPI's for publications in high quality journals, external funding and postgraduate completions.
4. Develop the Institute's strategic direction to address critical problems and implement an annual plan to position the Institute appropriately in key discipline areas and external partnerships.
5. Initiate and oversee the development of research programs within the Institute to develop the intellectual profile and coherence of the Institute's research.
6. 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 Vice Chancellor, the Provost and Pro Vice-Chancellor, Research and Innovation.
7. Provide leadership as part of the Institute's Directors Board working closely with other Research Institute Directors and maintain effective communication processes within the co-directors of the Urban Transformation and Young and Resilient Research Centres.
8. 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
9. Champion collaborations across the University and with local and global partners as part of One Western.

Workforce Planning:

1. Conduct regular reviews to ensure that academics and professional staff reach performance targets.
2. 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.
3. Ensure that there is strong mentoring of early career researchers in the Institute by its senior researchers.
4. Conduct regular reviews to ensure that academics and professional staff reach performance targets.

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 (including ARC Laureates, Future Fellowships, Discovery Project and Linkage Project grants, as well as HERDC Category 2, 3 and 4 funds) in conjunction with the Director of Research.
4. Take a lead role in attracting external research funding to support high quality research.
5. Ensure that the Institute takes a proactive role in defining and demonstrating engagement and impact through its research.
6. 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.
7. 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 postgraduate research projects and 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 the Senior Deputy Vice-Chancellor, Research, Enterprise and Global 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. An international reputation for benchmark contributions to and excellence in research as evidenced by publications in premier presses and high impact journals, obtaining competitive research grants and developing international research networks, research partnerships and engagement.
2. A demonstrated record of leadership in research and the ability to establish and lead interdisciplinary research teams across humanities, social sciences, health sciences and STEM disciplines.
3. Capacity to develop and implement a strategic vision for the Institute's future and capacity building strategies for Early and Mid-Career Researchers.
4. Demonstrated knowledge of Indigenous issues in Australia and/or internationally and capacity to implement the ICS Indigenous Strategy to support Indigenous advancement.
5. Outstanding communication, people management and negotiation skills, a commitment to delegated authority management approaches, the ability to focus on outcomes.
6. A strong record of professional links with academic and non-governmental networks internationally, and an ability to develop and maintain strong professional links with government, industry and the community.
7. A demonstrated commitment to equality of opportunity and fostering a culture of respect; and experience in and commitment to innovative and collegial principles in the provision of education and research services.
8. An ability and interest to contribute to and initiate public debate and government policy development in relevant areas and foster research impact strategies beyond academia including non-traditional research outputs.

KEY RELATIONSHIPS

- **This position reports to:** Provost
- **This position supervises:** various positions within the Institute including:
 - Institute Manager
 - Deputy Director
 - Professors and Associate Professors
 - Research Fellows

- HDR & Teaching Program Director
- **Key internal relationships:**
 - 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 SABEL
 - Senior University staff
 - Students
- **Key external relationships:**
 - International Researchers
 - Industry Partners
 - Government Organisations and Community Leaders

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 regional and global environment.
- 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: