

POSITION DESCRIPTION



Head of Discipline



POSITION DETAILS

Position Title	Head of Discipline(s)
Classification	Level D/E
Position Number	NEW
School/Office	Faculty
Division	Provost

POSITION PURPOSE

The Head of Discipline(s) provides academic leadership across education, research and operational matters for their disciplinary area, ensuring the quality, relevance, and effective delivery of program(s). The role will work closely with the Program Leads to further develop excellence within the discipline's program and research endeavours. The role directly supervises academic staff within the discipline for career development, directs curriculum review and accreditation processes as part of a team, and oversees complex academic and student matters.

KEY ACCOUNTABILITIES

1. Provide academic leadership for the discipline (or disciplinary field/s), driving excellence and innovation in teaching, learning, research, and professional practice.
2. Lead the growth of research capacity and performance in the discipline through mentoring and collaborating with the Director of Research, Director of HDR and Honours, and the School Dean.
3. Supervise Program Lead(s) and academic staff, providing guidance on teaching quality, research development, and professional development.
4. Oversee curriculum design, review, changes and accreditation processes, ensuring alignment with Faculty/University strategy, industry standards, and professional body requirements in collaboration with curriculum teams, Director Learning & Teaching and School Dean.
5. Actively lead initiatives that enhance student outcomes, academic integrity, results approval including benchmarking teaching and assessment, and responding to student feedback.
6. Liaise with the Business Operations Coordinator to recruit staff for the discipline when needed, with agreement from the School Dean, and coordinate budgets related to program needs as directed by the School Dean.
7. Address staff complaints and student progression matters of a complex nature, ensuring timely resolution in line with University policies. Raise to School Dean if matters are not resolved.

8. Act as delegate for the School Dean during periods of absence, representing the School in internal and external forums as required.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A Doctoral qualification in a discipline relevant to the School.
2. A Professional Qualification in Social work- Eligible for membership of the professional body.
3. Demonstrated distinguished record of scholarly teaching and learning leadership, with evidence of innovation and measurable impact on student outcomes.
4. Proven ability to build and lead research capacity, including mentoring academic staff, developing collaborations, and strengthening research outputs and profile.
5. Demonstrated leadership and supervisory experience, with ability to manage academic teams to deliver high-quality outcomes.
6. Experience leading program accreditation, curriculum design, and quality assurance processes.
7. Strong interpersonal and communication skills, with the ability to influence, negotiate, and build collaborative relationships across diverse stakeholder groups.
8. Knowledge of higher education governance, quality assurance, and regulatory frameworks.

KEY RELATIONSHIPS

Reports to: School Dean

Supervises: Academic staff within the discipline, including Program Leads

Key internal relationships:

- Director, Learning & Teaching
- Director of Research
- Director of HDR and Honours
- Faculty Associate Deans across all areas
- Professional staff supporting the discipline and School operations

Key external relationships:

- Professional and accreditation bodies relevant to the discipline(s)
- Alumni and discipline-specific networks

CHALLENGES

- Balancing day-to-day operational management with innovative curriculum development, research performance and staff leadership.
- Navigating complex academic matters, including student progression and staff performance, within policy and regulatory frameworks.
- Ensuring programs remain competitive, relevant, and responsive to changes in industry needs and accreditation requirements.
- Leading a diverse team of academics with varying workloads, research profiles, and teaching commitments.
- Maintaining teaching and research workload.

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: People and Culture Partner

Date: 2 September 2026