Position Description – Head of Department and Associate Dean (Clinical Sciences)

Position Details

Position Title: Head of Department and Associate Dean, Clinical Sciences

College/Portfolio: STEM College

School/Group: School of Health and Biomedical Sciences

Campus Location: Based at the Bundoora campus, however may be required to work and/or be based at other campuses of the University.

Classification: Academic Level E

Employment Type: 3 years fixed term

Time Fraction: to be negotiated

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.
https://www.rmit.edu.au/about
https://www.universitiesaustralia.edu.au/university/rmit-university/
https://www.rmit.edu.au/about/facts-figures

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.
https://www.rmit.edu.au/about/our-locations-and-facilities

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.
https://www.rmit.edu.au/careers

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.
https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings

STEM College

The STEM College holds a leading position and expertise in the science, technology, engineering, mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industry, as never before.

STEM College is a community of exceptional STEM researchers, teachers, inventors, designers, and game-changers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master, and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact, and our students are truly work-ready. We have established new hubs of industry-connected digital innovation and endeavour, and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community to achieve their potential. The College appointed Victoria's first ever Dean of STEM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity, and inclusion strategies across the College.

STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

We are here to positively impact the world and create the next generation of STEM leaders.

School of Health and Biomedical Sciences

The School of Health and Biomedical Sciences comprises three Academic areas (Clinical Sciences, Health Sciences, and Medical Sciences). Primarily based at the RMIT Bundoora campus, we undertake teaching and research across our disciplines of: Biomedical Sciences, Laboratory Medicine, Medical Radiations, Nursing, Osteopathy, Chinese Medicine, Chiropractic, Pharmacy, Pharmaceutical Sciences, Physiotherapy, and Psychology. Our programs all included embedded Work Integrated Learning as an intrinsic part of student learning, both through professional practice placements in partner health industries and through the University's student-led Health Sciences Clinic located at Bundoora.

The School's research was ranked as well above world standard in clinical science, complementary and alternative medicine, medical physiology, microbiology and pharmacology & pharmaceutical sciences, and above world standard in psychology, public health & health service and medical & health sciences. We have a strategic focus on chronic disease and integrative health care with globally distinctive research strengths in respiratory health, neuroinflammation, translational immunology and infection, cancer diagnostics and therapeutics, and cross-cutting themes of: Lifestyle Medicine, Digital Health, Indigenous Health, Ageing in Health & Disease, and Medical Devices, Diagnostics and Prognostics. Research and Learning and Teaching innovation within the School is supported by a world class simulated hospital,

digital human anatomy facility, state-of-the-art equipment and fully equipped laboratories and medical radiations facilities as well as a significant number of national and international partners.

Details of the School can be found at:
https://www.rmit.edu.au/about/our-education/academic-schools/health-and-biomedical-sciences

Position Summary

The Head of Department and Associated Dean for Clinical Sciences is responsible for providing strategic and scholarly leadership for all activities within the Department, including research, learning and teaching, and engagement.

The Head of Department is responsible for leading, managing and developing all academic staff within the department, and a key goal will be to continually enhance the staff experience across the Department.

The Head of Department is a member of the School Executive and they will lead the delivery of the School's strategic plans at Departmental level. The role will work with the Dean and the School Executive and provide leadership and direction across all the activities within the Department.

The strategic plans for the School will see additional budgetary control and decision-making transfer into each Department. This is designed to provide Departments with more autonomy and enable them to make local decisions, as well as enhance innovation in teaching and research activities. This will place an emphasis on Heads of Departments planning areas for investment and delivering against agreed KPIs. Head of Department will also be expected to take on and manage risk.

Reporting Line

Reports to: Executive Dean in the School of Health and Biomedical Sciences

Direct reports: Assistant Associate Deans within the Department of Clinical Sciences

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Provide academic leadership for the Department, including leading and managing staff within the Department.
- Manage and develop academic staff by providing support, mentoring, work planning, performance management, and professional development.
- Resource management including workforce planning, academic load planning and monitoring.
- Lead the delivery of School's strategic plans at Departmental level, spanning all areas of engagement, learning and teaching, and research.
- Plan, manage and lead the delivery of KPIs for the Department, aligned to the school's strategic plan, and monitor and report on progress to the School Executive and Dean.
- Work with the School Executive to ensure that research, research training and learning & teaching activities are aligned with School and College objectives, targets, standards, and workload models.

- Oversee the development and maintenance of academic quality, industry relevance, and financial viability of academic programs, including program accreditation, within the Department.
- Lead continuous improvement in the student experience within the Department and share best practice across your disciplines and across the school.
- Work closely with your department leadership and the School Executive to identify opportunities for inter disciplinary teaching, research, and industry engagement and for collaborative teaching, research and research with other Schools.
- Participate in relevant School committees and work across the School leadership team to contribute to the delivery of all key School accountabilities.
- Build and maintain effective collaborative relationships with internal and external stakeholders to deliver on department and school strategic priorities.
- Develop a culture that embraces positive change and innovation.
- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.
- Undertake research and scholarly activities commensurate with the level of the position.
- Undertake additional responsibilities, as agreed with the Dean.

Key Selection Criteria

1. Strong academic leadership and management skills with demonstrated ability to lead teams and deliver on strategic objectives.
2. Established research record in a relevant discipline, with demonstrated capacity to lead and promote excellence in research.
3. Proven record of teaching experience, with an understanding of contemporary learning and teaching priorities.
4. Strong knowledge and understanding of industry priorities.
5. High-level interpersonal, communication, influencing and negotiating skills including the ability to consult, network and build relationships within the organisation and externally.
6. Ability to work effectively in a collegiate environment and to develop and achieve shared goals and objectives, and to negotiate agreed directions and outcomes.
7. Strong interpersonal, communication and teamwork skills.

Qualifications

PhD combined with knowledge and achievements that meet the professorial criteria.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date: