Position Description – Head of Discipline Cluster

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<th>Position Details</th>
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<tr>
<td><strong>Position Title:</strong></td>
<td>Head of Discipline Cluster</td>
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<td><strong>Position Number:</strong></td>
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<tr>
<td><strong>College:</strong></td>
<td>Design and Social Context</td>
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<td><strong>School:</strong></td>
<td>GSSSP</td>
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<tr>
<td><strong>Campus location:</strong></td>
<td>Based at the City campus, but may be required to work and/or be based at other campuses of the University</td>
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<tr>
<td><strong>Classification:</strong></td>
<td>Current academic classification + management loading</td>
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<td><strong>Employment type:</strong></td>
<td>Fixed Term with underlying substantive academic appointment</td>
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<td><strong>Time fraction:</strong></td>
<td>This is a 0.5 fractional position for 3 years</td>
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**RMIT University**

RMIT University is one of Australia's longest-established educational institutions. It is a global university of technology with its heart in the City of Melbourne. RMIT creates and disseminates knowledge that meets the needs of industry and community and fosters in students the skills and passion to contribute to and engage in the world.

RMIT is now the largest dual-sector education institution in Australia, offering programs ranging from apprenticeship and traineeship training to doctoral programs. The strong professional and vocational orientation of RMIT’s programs prepares graduates for employment and active participation in their communities.

RMIT is one of the most successful providers of international education in Australia. RMIT is a member of the Global U8 Consortium and, with a campus in Vietnam and significant teaching partnerships in Hong Kong, China, Malaysia and Singapore, has a strong educational presence in the Asia-Pacific Region.

[www.rmit.edu.au](http://www.rmit.edu.au)

**College of Design and Social Context**

The Design & Social Context College encompasses RMIT University's art, communication, design, education and social science discipline areas. There are currently 8 schools delivering programs from apprenticeships through to PhD to approximately 21,000 students. Many programs articulate between TAFE and Higher Education creating pathways for further study. There is a strong research community with particular strength in the areas of social & urban policy and design and approximately 400 students enrolled in research degrees. The College has a number of nationally and internationally recognised research centres and also provides leadership to 2 University research institutes in Design and Global Cities.

School of Global Studies, Social Science and Planning

The School of GSSSP has over 200 staff delivering programs in a range of applied social science disciplines that focus on three broad areas: social science, social work and community services; international studies and criminal justice administration; and environment and planning. The School delivers a wide range of educational programs, from certificates to PhD with well-developed pathways for students looking for innovative points of entry and exit. The School has over 2,200 students, including 100 at doctoral level. Research is a major undertaking. The School is home to 3 major research centres in applied social science, housing and urban research and globalisation. Annual research income exceeds $3.5m.

www.rmit.edu.au/gsssp

Position Summary

The Discipline Head is accountable for providing strategic, academic and professional leadership and management, consistent with RMIT’s strategic plans and objectives, to the Social Science, Social Work and Social Services discipline cluster and contributing at a senior level to the strategic planning and development of the School.

The Social Science, Social Work and Social Services discipline cluster comprises the disciplines of: Social Work, Community Services, Social Science, Legal and Dispute Studies and the Centre for Applied Social Research.

Reporting line

Reports to: the Dean of GSSSP.

Direct reports: Discipline Heads. All staff within the discipline report through Discipline Heads to the Head of Discipline Cluster.

Key Accountabilities

1. Lead the strategic planning and development of the discipline cluster including learning and teaching, research and development and commercial activities.
2. Ensure the quality, currency and relevance of the programs within the discipline cluster through the implementation of quality practices, regular review and development.
3. Lead and encourage the development of interdisciplinary and cross sectoral collaboration both within the School and across the wider University.
4. Ensure the effective management of staff within the Discipline Cluster including recruitment, induction, staff development, work planning and performance review, to ensure that the objectives of the School are achieved.
5. Oversee the allocation of resources to the Disciplines within the Cluster in a cost effective, equitable and sustainable manner, to ensure the ongoing sustainability of the Discipline Cluster and its programs and activities.
6. Contribute to the development of a client focused orientation across the School, instilling within the Discipline Cluster an ethos of continuous improvement to ensure the needs of various clients are achieved through the use of qualitative and quantitative feedback mechanisms.
7. Represent the Discipline Cluster externally and maintain close interaction with industry and professional bodies, locally and internationally, to ensure that the research and learning and teaching activities undertaken by the Discipline Cluster are recognized.
8. Maintain an active program of personal research.
9. Lead and grow research within the Discipline Cluster and ensure that research activity is focussed on agreed strategic priorities and that research outcomes contribute to the positioning and strengthening of the School and professional activity and development in their area of expertise.

10. Contribute to College and University planning and decision making and participate in College and University committees and projects as appropriate.

11. Maintain academic and professional standing and currency by engaging in a program of academic and professional activity and development.

12. Undertake teaching and research supervision as appropriate and as negotiated with the Dean of School.

Organisational Accountabilities

- Where applicable, provide a healthy and safe workplace for staff and/or students under your control, including adequate instruction, information, supervision and training for them to perform their work in a safe manner.
- Contribute to a healthy and safe environment for yourself and others and comply with all safe working procedures and instructions including RMIT policies and procedures.
- Uphold RMIT’s conviction that inclusiveness enriches the quality of our academic community. Embrace diversity and equity across the University workforce; encourage cross-cultural awareness and understanding and produce an environment that is culturally sensitive, inclusive and socially responsible.
- Acknowledge, appreciate and encourage differences, valuing people for their skills, competencies, and contribution to RMIT’s continuing success.

Key Selection Criteria

The successful applicant will demonstrate:

1. Strong leadership skills and experience in initiating, leading and managing academic teams and projects in a collegiate environment to deliver strategic objectives;
2. A capacity to think strategically and to act tactically based on organisational priorities and objectives;
3. Demonstrated high level of interpersonal, communication and negotiating skills including the ability to consult, network and build relationships within the organisation and with external stakeholders;
4. Ability to lead and contribute to cross-disciplinary and cross-sectoral teams;
5. Ability to provide learning and teaching leadership and expertise that will contribute to improved student outcomes;
6. A strong record of academic, research and professional achievement in an area relevant to the Discipline, and the capacity to exercise academic leadership to enhance the standing of the School nationally and internationally;
7. A strong commitment to learning and teaching quality, research development, and industry and community engagement;
8. Values and behaviours consistent with the University’s values as outlined in the University’s vision.

Qualifications

Mandatory: A PhD or equivalent professional qualifications and experience in a relevant discipline.