

ROLE STATEMENT

TITLE: Head of School of Pediatrics and Reproductive Health

FACULTY: Faculty of Health Sciences

The Head of School is expected to make an effective contribution to the overall management of the Faculty and to lead and manage a School of the Faculty.

The Head of School reports to the Executive Dean. The role is to be performed in such a manner as to promote the development of the identities and academic strengths of the areas within the School in accordance with the University's and the Faculty's strategic plans.

The broad responsibilities of the Head of School shall include:

- Academic and Research leadership
- Staff development and change management
- Finance and infrastructure management
- Administrative management

Key accountabilities for the School under these broad responsibilities shall include:

Academic and Research Leadership

Participate in Faculty management and academic forums and committees and represent the University, Faculty, School and disciplines in local, national and international contexts.

Provide academic leadership across the School in teaching, including ongoing development of the undergraduate and postgraduate curriculum, and the development of structures to oversee co-ordination and collaboration in teaching practices across the School.

Provide leadership in the research activities of the School, including the ongoing development of the research output of staff, and research training.

Provide leadership in community service activities of the School, including promulgating the identity and ongoing development of the School

Staff Development and Change Management

Develop a staffing plan to facilitate the availability of suitably qualified staff to meet the School needs.

Allocating duties to and supervising members of the academic and general staff within the School.

Monitor the performance and well being of staff, providing assistance to those whose performance is assessed as requiring improvement, and develop structures for career guidance and mentoring for early career academics.

Make recommendations to the Executive Dean of the Faculty concerning the promotion of general staff within the School.

Deliver responsive quality assurance processes and outcomes that promote a culture of continuous improvement.

Promote and implement University policies and procedures in relation to gender, equity and diversity. In accordance with the University's responsibilities for occupational health and safety be accountable for the implementation of all aspects of hazard management, design of work, training, workplace inspection and reporting within the School. Ensure statutory obligations as outlined in the S.A. OH&S Regulations are met.

Finance and Infrastructure Management

Manage finances and infrastructure within the budget allocated and achieve performance goals as specified in separate agreements, and in particular in relation to targets for income, student recruitment, research and consultancy, and budget management.

Manage the efficient utilization of space and infrastructure within the School, in particular avoiding unnecessary duplication of services, facilities or functions.

Identify and pursue opportunities to generate income from School activities, including contract research, consultancy, commercialisation of Intellectual Property, and attraction of fee-paying students.

Develop partnerships with local, national and international organisations, government and the commercial sector whereby income from sources independent of the University can be generated.

Administrative Management

Contribute to the Strategic Plan and objectives of the Faculty and the University, and within this framework, develop, implement and review the School objectives.

Develop academic, human resources and finance and infrastructure planning and monitoring processes.

Translate and communicate University- and Faculty-wide strategies and policies and improve the management of administrative resources including the optimal use of shared services.

Develop and maintain School-level policies, processes and systems within the framework of University and Faculty policies, processes and systems.