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## POSITION DESCRIPTION

# Dean of Medicine & Health

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|----------------------------|--------------------|
| Position Level             | Senior Appointment |
| Faculty/Division           | Medicine & Health  |
| Position Number            | <i>ADMIN ONLY</i>  |
| Original document creation | 2023               |

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### Position Summary

The Dean is accountable for the strategic direction and overall performance of research, the student education experience and community engagement in the Faculty of Medicine & Health, and to provide highly effective management of the Faculty strategy, planning, human resources, financial, physical resources and administrative activities.

The Dean of Medicine & Health reports to the Provost and leads the Faculty Executive in shaping and realising the Faculty's strategy in line with the University's Strategy 2025. Heads of Schools and Centre Directors report to the Dean along with the Faculty Executive Director, Deputy Deans and Associate Deans.

### Accountabilities

Specific accountabilities for this role include:

- Work collegially and constructively with the Vice Chancellor and President, Provost, UNSW Management Board and other Faculty Deans to lead the strategic direction of the University.
- Develop, manage and implement the Faculty strategic planning process aligned to the University's 2025 Strategy and annual UNSW/Council key performance indicators.
- Provide an outstanding student education experience by fostering a culture of innovation and excellence in teaching and education aligned to key performance measures such as myExperience and QILT student satisfaction results.
- Enhance the research profile of the Faculty by improving the impact of its research as well as the quality and quantity of research outputs including grants, publications and citations.
- Facilitate meaningful research and education partnerships and collaborations within the university and with leading international Medicine & Health faculties.
- Attract high calibre students and proactively manage the enrolment planning process and conversion of applications to student enrolments to ensure student target numbers are met.
- Attract and retain high performing staff, and ensure quality performance development conversations are

embedded across the Faculty and undertaken on a regular basis.

- Build leadership capability amongst Heads of Schools, Centre Directors, Deputy Deans, Associate Deans and other direct reports through regular communication and effective talent management strategies.
- Embed a culture within the Faculty that celebrates, nurtures and develops education and research excellence across academic staff, professional staff and students.
- Build and sustain excellent relationships with the community, government and Faculty alumni to ensure the interests of the Faculty are effectively promoted and supported.
- Increase and maximise fundraising by effectively representing the Faculty and developing initiatives with external partners and donors to the University.
- Advocate on behalf of Medicine & Health disciplines with industry, government and other institutions.
- Achieve the financial performance goals of the Faculty by effectively managing the Faculty's budget and financial resources.
- Foster a work environment which promotes and supports a culture of equity, diversity and inclusion for all academic and professional staff in the Faculty.
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Champion all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions impact positively on the health and safety of yourself or others.

## **Skills and Experience**

- A distinguished record of strategic leadership in pursuit of academic excellence.
- The capacity and vision to provide strategic leadership to the Faculty in the development and implementation of its mission, goals and objectives.
- An appreciation of the values and roles of a comprehensive Top 50 teaching and research university operating in an international context.
- An understanding of the complexities of the relationships between the university sector and the Medicine & Health sector and the capacity to interact effectively in this environment.
- A commitment to the guiding principles and objectives outlined in UNSW's 2025 Strategy and the ability to articulate these principles and objectives in a variety of settings.
- The capacity to manage and implement successful change which encourages superior teaching, scholarship and innovation.
- A demonstrable record of operating in a complex business model and applying sound business and commercial acumen characterised by fact-based decision making.
- A demonstrated capacity to represent the University effectively in a variety of external settings through networking, partnership building and influencing skills.
- Knowledge of and commitment to the principles and application of Equal Employment Opportunities, Anti-discrimination legislation and Occupational Health and Safety legislation in the workplace.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

### **About this document**

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.