

## Position Description – Head of School

<b>Position Title:</b>	Head of School
<b>Position Number:</b>	30003227
<b>College:</b>	Design and Social Context
<b>School:</b>	School of Fashion and Textiles
<b>Campus Location:</b>	Based at the Brunswick campus, but required to work and/or be based at other campuses of the University.
<b>Classification:</b>	Executive 1
<b>Employment Type:</b>	Fixed Term
<b>Time Fraction:</b>	1.0 FTE

### RMIT University

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RMIT is a global university of technology and design, focused on creating solutions that transform the future for the benefit of people and their environments. We are global in attitude, action and presence; urban in orientation and creativity; and connected through active partnerships with professions, industries and organisations.

RMIT University enjoys an international reputation for excellence in professional and practical educational programs and high quality outcome-oriented research.

One of Australia's original educational institutions founded in 1887, RMIT is now the nation's largest tertiary institution. The University offers an extensive range of postgraduate, undergraduate and vocational programs

RMIT has three Melbourne campuses – in the central business district and in Brunswick and Bundoora in the city's northern suburbs - campuses in Hanoi and Ho Chi Minh City in Vietnam and a site in Barcelona, Spain. With significant partnerships in Hong Kong, China, Indonesia, Malaysia and Singapore, RMIT has a strong educational presence in the Asia-Pacific region. The University's total student population of 82,000 includes 30,000 international students (onshore and offshore).

RMIT is a leader in technology, design, global business, communication, global communities, health solutions and urban sustainable futures. It is ranked in the top 150 universities in the world for engineering, computer science and information systems, economics, communication and media studies, accounting and finance and education in the 2013 QS World University Rankings and 10<sup>th</sup> in Australia.

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

### The College of Design and Social Context

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The College of Design and Social Context encompasses RMIT University's renowned art, communication, built environment, design, education and social science disciplines and is comprised of eight schools. The college has 24,500 students and 1,000 staff.

For more information about the college including the schools, research centres and staff resources, visit the college homepage at [www.rmit.edu.au/dsc](http://www.rmit.edu.au/dsc).

## **The School of Fashion and Textiles**

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RMIT Fashion and Textiles is a major provider of education and training for the textiles and fashion industries. RMIT Fashion and Textiles incorporates all stages of supply chain management from fibre production, textile technology, textile and fashion design, garment production, merchandising and marketing through to retailing. RMIT Fashion and Textiles offers undergraduate programs, masters, PhD degrees, short courses and enterprise training, making it one of the leading fashion and textile educators throughout Australia.

### **Position Summary**

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The Head of School is responsible to the Pro Vice-Chancellor of Design and Social Context for the leadership and management of the School of Fashion and Textiles.

The Head of School will have a particular responsibility for integrating activities across organisational boundaries and disciplines to meet with needs of students and industry.

As a senior academic management position within the University and a member of the University executive team, the Head of School is expected to provide leadership in the University in relation to teaching and learning, research, and professional, industry and community engagement, and to contribute to the strategic direction setting of the College and University by working collaboratively with other members of the College and University executive.

### **Reporting Line**

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Reports to: Pro Vice-Chancellor and Vice-President, Design and Social Context and Vice-President.

Direct reports: 5

### **Organisational Accountabilities**

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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.

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**

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- Provide strategic and academic leadership to the School;
- Ensure the continuous improvement of the School's learning and teaching activities and the relevance, viability and quality of its academic programs;
- Grow the School's research profile by developing and implementing a School research strategy to build organisational and staff capacity and strengthen research partnerships, encouraging a culture that fosters high quality research linked to both income and outcomes;
- Effectively manage the profile and financial resources of the School, through developing, implementing and monitoring an effective financial and business plan for the School;
- Ensure an active School commitment to student and client services and support and to the enhancement of student life;
- Develop appropriately skilled and motivated staff within the School through recruitment, fostering a culture of excellence, teamwork and staff development;
- Encourage and facilitate innovation, collaboration, and cross-disciplinary engagement within and beyond the School;
- Ensure that the School complies with external and University quality, financial, registrarial and regulatory requirements, including RMIT Policy and Procedures;
- Work collaboratively as a member of the College and University Executive Team;
- Establish and maintain strong relationships with relevant professional, community and business organisations and with other educational institutions to understand current and emerging issues and needs of the community

and to identify and facilitate the development of strategic partnerships with industry, government, professional and community organisations;

- Develop the international profile of the School by building strategic international relationships and engagement and international activity across learning and teaching and research; and
- Maintain academic and professional standing and currency by engaging research and professional activity and engagement.

### **Key Selection Criteria**

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- A demonstrated ability to develop and implement a successful vision and business plan for the School, which aligns with the College and University strategic plans;
- Significant professional standing in areas relevant to the School including demonstrated capacity to build and foster externally funded research and produce high quality research outputs of international standing;
- Successful experience in managing and developing a large complement of academic, administrative and technical staff including the implementation of effective governance structures with transparent decision making processes;
- Outstanding leadership skills, including capacity to initiate, lead and manage change in a challenging and dynamic environment while striving to achieve strategic objectives;
- Knowledge and successful experience in financial and resources management;
- Capacity to exercise academic leadership to enhance the standing of the School and College locally, nationally and internationally including a significant record of achievement in research, publication and/or creative works.
- Outstanding interpersonal and communication skills and the ability to collaborate, network and build relationships within the organisation and with external stakeholders;
- Proven ability to combine a collegial style with decisive, clear thinking, creative solutions and practical implementation strategies; and
- Capacity to build teamwork and a collegial environment.

### **Qualifications**

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PhD or demonstrated equivalence, combined with knowledge and achievements that meet the professorial criteria

<b>Endorsed:</b>	Signature:	<b>Approved:</b>	Signature:
	Name:		Name:
	Title:		Title:
	Date:		Date: