



FACULTY OF HEALTH SCIENCES AND MEDICINE

HEAD OF PROGRAM POSITION DESCRIPTION

PURPOSE OF THE POSITION

The Head of Program (HOP) role within the Faculty of Health Sciences and Medicine at Bond University is responsible for academic, strategic and operational leadership in the planning, management, development, ongoing monitoring and accreditation of the academic programs within their discipline group under the direction of the Executive Dean and in collaboration with the relevant Associate Deans.

The HOP plays a leading role in promoting and representing the program within and external to the University for developing and maintaining strategic relationships with external stakeholders and community. The HOP is expected to provide leadership in areas of disciplinary research and coordinate their own active research program.

REPORTING RELATIONSHIP

The position reports to the Executive Dean of the Faculty of Health Sciences & Medicine

DUTIES AND RESPONSIBILITIES

CURRICULUM LEADERSHIP	<ul style="list-style-type: none"> • Defined as providing for the integrity of the curriculum across subjects within the discipline and includes responsibility for: <ul style="list-style-type: none"> ○ Program learning outcomes (PLOs) which, for undergraduate programs include addressing the Bond University Graduate Attributes, ensuring the constructive alignment of subject learning outcomes (SLOs), subject learning activities and assessment, and that, if relevant, SLOs align with PLOs and outcomes and standards required by relevant accreditation organisations. ○ Ensuring individuals nominated as Subject Coordinators are appropriate for the role, are adequately informed of their roles and responsibilities and the contribution that the subject is expected to make to the program ○ Working with Program learning and teaching leads and Subject Coordinators to ensure: <ul style="list-style-type: none"> ▪ Subject learning outcomes (SLOs) are consistent with and collectively meet the PLOs ▪ Progression of learning across subjects in the program is reflected in increasing components of higher order thinking that is apparent in PLOs, SLOs and assessment strategies ▪ Assessment strategies across subjects and the program overall provide appropriate and
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	<p>equitable opportunities for students to demonstrate their accomplishments</p> <ul style="list-style-type: none"> ▪ Ensuring that the assessment calendar across all subjects within a semester provides students with a reasonable workload across the semester ○ Facilitating regular dialogue between subject coordinators and others with key roles contributing to the academic content of the program ○ Facilitating regular dialogue between appropriate academic and administrative staff to ensure strong academic management of the program ○ Ensuring student feedback is considered and responded to including communication back to the students ○ Monitoring/upgrading policies and procedures for effective management of the program ○ Ensuring the equipment and teaching-related resources are available for quality learning and teaching and advocating for enhanced resources when needed <ul style="list-style-type: none"> • Ensuring that the program curriculum is regularly monitored and improved to maintain consistency with professional standards and changing evidence.
STUDENT AFFAIRS	<ul style="list-style-type: none"> • In collaboration with the Associate Dean, Student Affairs and Service Quality, ensuring that the entry requirements for the program are appropriate and current • Monitor student recruitment and enrolment procedures, retention and student performance (e.g. grade distribution) to ensure program admission meets policy requirements • Provide oversight of the support provided to and monitoring of progress of students who have difficulties with academic performance and progress • Ensuring student feedback is considered and responded to including communication back to the students • Implement and monitor strategies to ensure that the program is delivered consistent with University values
QUALITY IMPROVEMENT	<ul style="list-style-type: none"> • Monitoring course quality including addressing the Program specific elements of Bond University TLR2.06 (Academic Program and Subject Review Policy), and identifying/implementing and communicating corrective actions • Ensuring that staff teaching within the program meet expected standards of qualification and professional specific registration • Responsible for the co-ordination and facilitation of all quality initiatives, including but not limited to accreditation. • Lead and support industry and consumer advisory groups as appropriate • Ensure a positive culture that promotes a positive and safe workplace.
ACCREDITATION	<ul style="list-style-type: none"> • Liaising with Faculty staff to ensure that accreditation reporting obligations are completed in a timely manner including:

	<ul style="list-style-type: none"> ○ Develop and review of current program to ensure it meets relevant Australian and International accreditation standards (if applicable) ○ Submission of accreditation reports and respond to requests for changes by the accrediting body ○ Maintenance of student records ○ Monitoring/reporting on student and graduate feedback and complaints about the program
MARKETING & PROMOTION	<ul style="list-style-type: none"> • Liaison with appropriate staff both within the Faculty and externally, including Future Students, Alumni and Development, HSM Associate Dean, External Engagement, Faculty Business Director, External Engagement and Marketing Manager for effective promotion of the program both domestically and internationally • Represent the program at events and celebrations (eg graduations, awards evenings, Open Days) • Support marketing to achieve up to date and correct information for collateral materials • Meet with potential students, parents and potential partners to promote the University programs
RESEARCH	<ul style="list-style-type: none"> • Provide leadership in areas of disciplinary research and facilitate research mentoring of discipline staff • Monitor research output of discipline group • Maintain their own active research program • Develop a program specific research strategy that is contributes to the broader Faculty and University Research Strategy
FINANCE	<ul style="list-style-type: none"> • Take responsibility for budget preparation and accountability in relation to the program in conjunction with the Executive Dean and Faculty Business Director • Approving operational budget of subject coordinators in relation to sessional staff needs

ADMINISTRATION & RESOURCE MANAGEMENT	<ul style="list-style-type: none"> • Provide advice to the Executive Dean and Faculty Business Director on physical, IT and staff resources required for successful delivery of the Program • Development/maintenance of processes ensuring adequate delegation of responsibilities in the absence of the HOP being able to fulfil duties • Providing advice to the relevant Associate Dean or Executive Dean on professional development needs of staff contributing to the program • Develop a workforce plan that is responsive to the changing needs of the University • Responsible for PDR of subordinate staff • Responsible for WPHS in program area • Ensure that all staff meet compliance requirements • Contribute to recruitment and exit processes • Manage internal staff issues, escalating those of concern to the appropriate authority, respecting relevant policy and legislative requirements.
UNDERSTANDING OF QUALITY ASSURANCE	<ul style="list-style-type: none"> • Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University • Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes
UNDERSTANDING OF CULTURAL SENSITIVITY	<ul style="list-style-type: none"> • Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship. • Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills
UNDERSTANDING OF WHS RESPONSIBILITIES	<ul style="list-style-type: none"> • Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Head of News & Public Relations, the Vice President Engagement or nominated Deputy.