



<b>POSITION TITLE:</b> Faculty Business Director	<b>BOND LEVEL:</b> Executive
<b>FACULTY/OFFICE:</b> Faculty of Health Sciences and Medicine	<b>DATE:</b> June 2024

### **Primary Objective of the Position:**

The Faculty of Health Sciences and Medicine is seeking an innovative, highly motivated and strategic leader, with excellent communication and interpersonal skills, to support the Executive Dean in the strategic and operational management of the Faculty. The position will provide strategic advice and executive support to the Executive Dean, Deputy Executive Dean, Associate Deans, Dean of Medicine and Program Heads to enhance and facilitate the achievement of the Faculty's objectives including:

- Strategic analysis and planning,
- Investigation, development and implementation of new strategically-aligned business opportunities,
- Implementing and managing effective and efficient systems and processes,
- Overseeing marketing and student recruitment activities in the Faculty, and
- Leading Faculty projects and initiatives across both the academic and operational areas.

The Faculty Business Director will lead a large team from diverse business functions across strategic, financial, and operational management and planning. The incumbent will provide high level management, administrative and advisory support to the Executive Dean and contribute to key change management activities, with particular responsibility for driving business improvement initiatives.

The position is an important interface between the Faculty and its internal and external partners and stakeholders. We are looking for someone who has proven abilities as a leader and influencer, strong decision making capabilities, experience in strategic and operational planning, extensive budgeting and financial management experience, and the ability to establish and maintain effective relationships with staff at all levels across the University and externally.

### **SELECTION CRITERIA:**

#### **Essential:**

- A postgraduate tertiary qualification with subsequent relevant experience or an equivalent combination of tertiary study and relevant experience in a related sector.
- Demonstrated ability to develop and implement strategy, ability to write and implement strategic and position papers, high level of knowledge and the ability to advise on strategic planning processes and implementation.
- Demonstrated experience in successfully leading and managing a team of staff and establishing efficient and effective administrative processes to achieve planned objectives and strategic priorities, and to exercise judgment and to work under pressure, with competing deadlines and priorities.
- Demonstrated experience in developing, and overseeing a budgetary framework. Demonstrated project management skills from inception through implementation to operation in close liaison with key stakeholders.
- Excellent oral and written communication skills combined with highly developed interpersonal skills for communicating with internal and external stakeholders, while also demonstrating respect for sensitivity and confidentiality of issues handled.
- Highly developed skills in relationship building, partnership and collaboration with internal and external stakeholders.

**Desirable:**

- Experience in education, training and/or a health services environment including an understanding of the current issues and trends relating to the Australian University sector and the delivery of high-quality learning and teaching.

**Decision Making:**

- The Faculty Business Director has responsibility for decisions regarding the utilisation, management and evaluation of resources within the Faculty in those areas for which the position is responsible. All decisions must be in line with University policy and Faculty procedures and take account of relevant legislative obligations.
- The Faculty Business Director will exercise the Executive Dean's, Deputy Executive Dean's, Dean of Medicine, and Associate Deans' delegated authority in a range of areas relating to the efficient operation of the Faculty.

**KEY ACCOUNTABILITIES:**

This position is a senior administrative appointment to the Faculty and is responsible for management across the areas of responsibility and providing authoritative advice to the Executive Dean, Deputy Executive Dean, Dean of Medicine and Associate Deans on all matters relating to the activities for which the incumbent is responsible.

**Responsibilities will include but are not limited to:****Executive Management**

- Developing, implementing, reviewing and revising strategic and operational academic and administrative plans in conjunction with relevant members of Faculty.
- Gathering, interpreting and communicating relevant educational, health, legal and management information, trends, statistics and professional advice to the Executive Dean, Deputy Executive Dean, Dean of Medicine and Associate Deans in order to facilitate Faculty decision making. Particularly focusing on the practical application of the current issues and trends relating to the Higher Education and Health sectors and trends in professional areas.
- Ensuring that all areas of responsibility are contributing to the attainment of the Faculty Mission, Vision and Values.
- Developing a transparent, inclusive and supportive culture focused on delivering the Faculty mission through collegial, supportive and inspiring leadership by example.
- Developing a strong knowledge and understanding of the University so as to contribute significantly to wider University management.

**Financial Management**

- Draft the Faculty's annual budget in consultation with the Associate Deans, Dean of Medicine and Heads of Programs for approval by the Executive Dean.
- In close consultation with the Executive Dean, Dean of Medicine, Associate Deans and Heads of Programs, manage, advise and report regularly on expenditure and income against the Faculty's annual budget.
- Managing, supporting and co-ordinating administrators to provide a consistent, integrated and comprehensive approach within the Faculty.
- Working closely with the Dean of Medicine, Associate Dean, Learning and Teaching, Associate Dean, Student Affairs and Service Quality, Associate Dean, Research, Associate Dean, External Engagement and Heads of Programs and Heads of Research Centres to provide management support in accordance with the goals and outcomes of the Faculty's Plans.
- Working to ensure that systems, policies and procedures are efficient, effective and user friendly in accordance with best practice.

**Human Resource Management**

- Oversee the staffing function and processes of the Faculty which includes faculty recruitment and selection, staff employment contracts, Professional Development Reviews (PDR), and the training and development strategy in consultation with the Executive Dean, Dean of Medicine and Associate Deans.

- Working closely with the Central HR Office, to ensure Faculty compliance with HR legislation and develop and implement relevant policies.

**Quality Assurance**

- In close consultation with the Executive Dean, Dean of Medicine, Associate Deans and Heads of Programs, managing quality assurance principles and practices in accordance with the desired outcomes of the Faculty.
- In close consultation with the Executive Dean, Dean of Medicine, Associate Deans and Heads of Programs, manage audits, reviews, professional and program accreditation requirements of the Faculty.
- Demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University.
- Demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.

**Understanding of Cultural Sensitivity**

- 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.

**Continuous Improvement**

- Identifying and communicating processes to improve the education and research ecosystem within the Faculty including consultation, data collection, feedback and benchmarking.
- Contributing to the ongoing review, development and implementation of changes to improve the productivity and efficiency of the teaching and learning, research and operations of the Faculty within a supportive, transparent and inclusive environment.

**Other Duties**

- The Executive Dean may allocate additional duties that are within the employee's skill, competence and training.

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 Management.

Position Held by: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_