



Position Description

Position Title: Head of School, Psychology and Social Sciences	Classification: Academic
Faculty/School/Office: Faculty of Society & Design	Date Position Classified/Updated: May 2026

Purpose of the Position:

The Head of School – Psychology & Social Sciences, within the Faculty of Society & Design at Bond University, provides academic leadership, people management, and operational coordination across the Psychology and Social Science disciplines. Reporting to the Executive Dean, the role supports the effective delivery, quality, and continuous improvement of Psychology programs, ensuring alignment with university strategy, policies, and relevant accreditation requirements.

The Head of School works collaboratively with the Executive Dean, Faculty Business Director, Associate Deans, and professional staff to support curriculum integrity, student experience, and academic standards.

The Bond University Health and Wellness Clinic (BUHAWC) is a teaching clinic in which university students (under the supervision of clinical and academic experts) provide a range of health services to the public, including psychology, physiotherapy, occupational therapy, nutrition and dietetics, as well as exercise and sports science. Specific FSD programs include the Master of Professional Psychology and the Master of Psychology (Clinical).

The role facilitates communication, engagement, and cohesion within the School and the Clinic facility, while contributing to Faculty planning, governance, and decision-making processes through membership of the Faculty Extended Executive.

The position includes line management responsibility for academic staff (excluding Professorial staff), direct oversight and management of the Clinic Director and Deputy Director, along with oversight of teaching coordination and workforce planning, and contribution to key academic processes such as assessment moderation and Board of Examiners activities.

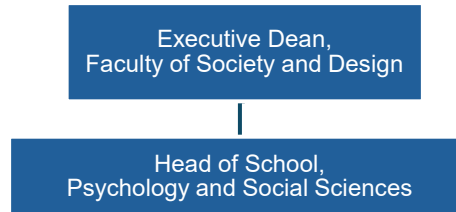
Over the last 8 years, significant investment has been made in The School of Psychology & Social Sciences' research contribution and as a result is now among the most productive academic units in the university in this regard. The Head of School will be expected to ensure continued growth of the impact of this research contribution. Engagement with internal and external stakeholders and users of the research will be paramount.

The successful appointee will possess highly developed interpersonal, leadership and communication skills with the capacity to effectively lead, influence and negotiate with a diverse range of stakeholders across the University and externally. The ability to appropriately and effectively engage with and work with professional bodies such as APAC and AHPRA is a critical component of the role.

The appointee will devote a substantial proportion of their workload to leadership and service responsibilities (60%) associated with the Head of School role, together with ongoing academic contributions in research (20%), teaching (20%), within the School/Faculty/Institution. The period of appointment is agreed between the Executive Dean and the appointee.

Reporting Relationship:

This position reports to the Executive Dean of the Faculty of Society & Design. As a member of the Faculty Extended Executive, the Head of School will participate in regular Faculty Extended executive meetings.



Selection Criteria:

- A PhD in Psychology or a closely related discipline, with eligibility for registration as a psychologist with the Australian Health Practitioner Regulation Agency (AHPRA), and compliance with relevant accreditation requirements (e.g. APAC standards).
- Demonstrated experience in curriculum development, course design, and management/ leadership of Psychology programs, including Clinical Psychology,
- Ensuring alignment of all programs with accreditation requirements, professional standards, and industry expectations.
- Proven ability to support and contribute to quality assurance processes in learning and teaching, including assessment design, moderation practices, and continuous program improvement.
- Experience in supporting positive student outcomes, including monitoring student performance, progression, and engagement, and contributing to a high-quality, student-centred learning environment.
- A developing or established research profile in Psychology, including publications and contributions to the discipline at a national and/or international level.
- Experience in building and maintaining effective relationships with professional bodies, industry partners, and/or community stakeholders, including supporting student placement or experiential learning opportunities where relevant.
- Demonstrated experience contributing to academic administration, including workload planning, resource coordination, and supporting strategic and operational priorities within a higher education environment.
- Highly developed interpersonal and communication skills, with the ability to effectively engage, influence and collaborate with a range of stakeholders and represent the discipline at internal and external events.

Competency	Responsibility
Curriculum Leadership	<ul style="list-style-type: none"> • Supports the integrity of curriculum and academic standards across the discipline area • Ensures programs operate in accordance with University policy, AQF requirements, and relevant accreditation standards • Contributes to curriculum design, review, and continuous improvement activities, supporting constructive alignment • Assists in oversight of assessment moderation, grade integrity, and Board of Examiners processes, in collaboration with the Associate Dean Learning and Teaching • Uses available data and feedback (student, graduate, external) to inform improvements to teaching and learning • Participates in internal and external academic governance committees as required • Ensures the discipline contributes to the delivery of the University's strategic plan • Supports translation of University and Faculty strategy into discipline-level priorities and activities • Contributes to planning for the ongoing development of the discipline within the Faculty
Student Affairs	<ul style="list-style-type: none"> • Supports a high-quality, student-centred learning experience aligned to University values • Monitors student performance, progression and grade distributions, identifying trends or issues • Contributes to oversight of support for students experiencing academic difficulty • Uses insights to inform strategies that enhance student experience and outcomes • Ensures student feedback is considered and appropriate responses are implemented • Reports matters of concern, particularly in relation to student issues, outside standard processes where required

Quality Improvement	<ul style="list-style-type: none"> • Facilitates consultation with staff on academic matters and contributes feedback to the Executive Dean and Associate Deans • Conveys staff ideas on program improvement, teaching innovation, and curriculum enhancement • Applies attention to detail in maintaining academic quality and standards • Demonstrates understanding of academic governance frameworks and quality assurance processes • Contributes to continuous improvement activities across the discipline • Identifies potential risks, anomalies, and trends in academic performance and raises these appropriately
Accreditation	<ul style="list-style-type: none"> • Offers leadership of processes that support compliance with accreditation requirements and standards • Assists with grade collation and identification of anomalies in consultation with relevant stakeholders prior to Board of Examiners Supervise the moderation of assessment prior to the Board of Examiners meeting, under the supervision of the Associate Dean Learning & Teaching; • Applies understanding of policies, procedures, and accreditation requirements in discipline activities • Identifies and escalates risks relating to academic, operational, or student matters where required
Marketing and Promotion	<ul style="list-style-type: none"> • Contributes to building and maintaining relationships with industry, professional bodies, and relevant stakeholders • Represents the discipline at internal and external events as required • Supports initiatives that promote the discipline and its programs • Works with internal stakeholders (e.g. Faculty Marketing, Central Marketing, Office of Future Students) to support recruitment activities • Communicates effectively with a range of stakeholders
Research	<ul style="list-style-type: none"> • Champions and supports the research activity and culture within the discipline • Monitors and contributes to research performance within the discipline • Encourages collaboration within and out with the school and participation in university-wide research initiatives • Maintains an active personal research profile appropriate to level
Operational & Financial Management	<ul style="list-style-type: none"> • Supports the effective operational delivery of programs, teaching and research activities • Contributes to workforce planning and teaching allocation processes • Provides input into budget planning and resource requirements in collaboration with the Faculty Business Director • Manages competing priorities and contributes to efficient use of resources • Identifies opportunities for improvement in processes and program delivery • Contributes to Faculty meetings and activities as required • Undertakes other duties as reasonably directed by the Executive Dean
Management of staff and resources	<ul style="list-style-type: none"> • Assumes line management for academic staff within the discipline, with the exception of Professorial staff who report to the Executive Dean • Provides leadership and guidance to staff within the discipline area • Provides direct oversight and management of the Clinic Director and Deputy Director • Demonstrates capability in people management, performance development (PDR), and workforce coordination • Supports effective delegation, role clarity, and accountability within the discipline • Contributes to a collaborative and inclusive team environment • Exercises sound judgement in managing staff matters and escalates issues where required • Facilitates regular communication and engagement with staff in their discipline • Provides advice on professional development and resource needs • Assists with teaching roster planning and casual staffing requirements • Manages and approves leave within the discipline in accordance with policy

	<ul style="list-style-type: none"> • Manages staff matters and escalates concerns in line with policy and legislative requirements
Quality Assurance and Continuous Improvement	<ul style="list-style-type: none"> • Demonstrate an understanding of, and contributes to, quality assurance and continuous improvement activities relevant to the role. • Perform duties in alignment with the Bond University Strategic Plan, University policies, and established quality assurance and review processes.
Cultural Safety, Inclusion and Respect	<ul style="list-style-type: none"> • Demonstrate respect for diversity and contribute to a culturally safe, inclusive and discrimination free workplace. • Engage respectfully with staff, students and stakeholders from diverse cultural, linguistic and social backgrounds, including Aboriginal and Torres Strait Islander peoples. • Comply with University policies and applicable anti-discrimination and workplace behaviour legislation. • Participate in relevant training or development activities that support cultural safety and inclusive practice.
Work Health and Safety Responsibilities	<ul style="list-style-type: none"> • Take reasonable care for own health and safety and that of others, in accordance with the Work Health and Safety Act 2011 (Qld). • Comply with University WHS policies, procedures and instructions, including those relating to psychosocial health and safety. • Promptly report hazards, incidents and risks to their manager or through established reporting mechanisms. • Where the role has supervisory or managerial responsibilities, ensure risks are assessed, appropriate controls are implemented, and workers are consulted in accordance with WHS legislation. • Complete mandatory and assigned WHS training. • Comply with return-to-work program requirements following injury/illness.

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

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 Management.