



FLINDERS UNIVERSITY

DIRECTOR, COLLEGE SERVICES

Medicine and Public Health

INFORMATION FOR CANDIDATES



FLINDERS FAST FACTS

1966

90 STAFF
400 STUDENTS

2020

2,593 STAFF
26,138 STUDENTS

ALUMNI

OVER 106,000
IN 120 COUNTRIES

Staff, student and enrolment numbers are preliminary figures based on data collected 16 December 2020 and subject to change.

**OVER 500 UNDERGRADUATE 90 POSTGRADUATE
AND RESEARCH DEGREES**

**NO. 1 SA
UNIVERSITY FOR
STUDENT:TEACHER
RATIO***

*The Good Universities Guide 2021, public SA-founded universities only

**NO.1 SA
UNIVERSITY FOR
STARTING SALARY***

The Good Universities Guide 2021 (undergraduate), public SA-founded universities only

5 RHODES SCHOLARS
26 FULBRIGHT SCHOLARS
ONE FIELDS MEDALLIST
ONE AUSTRALIAN OF THE YEAR

**SOUTH AUSTRALIAN
SCIENTIST OF THE YEAR**

2012 • 2013 • 2015 • 2020

**NO. 1 SA UNIVERSITY FOR
FULL-TIME EMPLOYMENT***

* The Good Universities Guide 2021 (postgraduate), public SA-founded universities only

**RANKED IN THE TOP 2% OF
UNIVERSITIES IN THE WORLD***

*THE World University Rankings 2020 as a percentage of the total number of universities in the world according to the International Association of Universities

INTRODUCTION

Flinders University enjoys a well-justified reputation for excellence in teaching and research.

A globally focused, locally engaged institution, we also have a long-standing commitment to enhancing educational opportunities for all.

Our strategic plan, *Making a Difference – The 2025 Agenda*, details our vision to become internationally recognised as a world leader in research, an innovator in contemporary education, and the source of Australia's most enterprising graduates.

Following recent substantial investment in infrastructure and technology, Flinders is refocusing its strategic priorities with the aim of elevating its performance to be a top ten Australian university, and amongst the top 1% in the world.

Our touchstone is that university life should be enjoyable and enriching for all students and the campus should be a stimulating place to work. Our respect and support for our students and staff has produced a learning and work space that is friendly, stimulating and satisfying.

The Director, College Services is a senior leadership position at the University which will report to the Vice-President (Corporate Services) and be accountable to their College Vice-President and Executive Dean. The Corporate Services portfolio is responsible for the University's people and culture, buildings and property, information technology services, finance, and planning services.

The successful candidate will be a highly skilled senior manager capable of providing leadership over newly created teams in a matrix environment, driving significant change and service improvements, and providing strategic and operational direction for the delivery of professional support services across the University.

The successful candidate will be a forward thinking, dynamic and energetic individual, who can collaborate across a complex organisation and inspire and nurture a high performing team environment.

I invite you to take this journey and am confident that you will find Flinders University an inspiring and vibrant place in which to work.



Mr Mark Gregory
Vice-President (Corporate Services)



***“EXPERIMENT
and experiment bravely”***

- Professor Peter Karmel, founding Vice-Chancellor

OUR STRATEGIC PLAN AND CORE VALUES:

Making a Difference – The 2025 Agenda sets out an ambitious vision for Flinders to become an Australian top ten university, and amongst the top 1% in the world.

FOUNDED ON FOUR PILLARS



PEOPLE
AND CULTURE



RESEARCH



EDUCATION



ENGAGEMENT
AND IMPACT

OUR VISION

To be internationally recognised as a world leader in research, an innovator in contemporary education, and the source of Australia's most enterprising graduates.

OUR MISSION

Changing lives and changing the world.

OUR VALUES AND ETHOS

- Student Centred
- Integrity
- Courage
- Innovation
- Excellence



ABOUT FLINDERS

Flinders University is a globally focused, locally engaged institution where a focus on our people and culture, engagement and impact drives world-class education and research.

Ranked among the top 2 per cent of the world's universities, Flinders offers our students the opportunity to learn at a university recognised for an innovative approach to visionary research and education. Our research is contributing to discoveries in biomedical and clinical sciences, culture and society, health and human behaviour, molecular science and technology, and water and the environment.

With 90 per cent of this research rated world-class or above by the Australian Government's Excellence in Research for Australia, our students know they are exposed to internationally renowned academic expertise while enjoying a challenging and inspiring student experience.

Ours is an innovative, creative and collaborative institution that works with government and industry partners to solve real-world problems.

Flinders has some 27,000 students enrolled in more than 150 undergraduate and almost 300 postgraduate courses, as well as higher degree research supervision across all disciplines. Nearly 5,000 International students from almost 100 countries make up 13 per cent of our on-campus population; 1,500 are enrolled in our numerous offshore programs.

Flinders is committed to equity and provides a range of special access schemes to encourage and support all students. Our focus on contemporary teaching is reflected in the many Flinders courses that provide students with best-practice technologies and teaching methods to suit their fields, lifestyles and study preferences. Virtual and digital technologies support face-to-face teaching and enable students to study when and how they prefer, whether they are full-time or part-time students, and whatever the demands of their professional and personal circumstances.

OUR CAMPUS

Flinders University's main campus is at Bedford Park in Adelaide's inner south. With a lake at its centre and spread across 165 hectares, its beautiful natural bushland setting features thousands of trees and an array of wildlife, while the elevated site offers panoramic views of the city and coast.

Our natural assets are complemented by an impressive Student Hub and Plaza development at the very heart of the campus. The environmentally responsible building boasts the very latest in learning technologies, an array of study places, and vibrant social spaces. Outdoor features include a rooftop terrace, a 2000 seat amphitheatre and superscreen for outdoor cinema. On campus accommodation is available for 560 students.

Beyond our main campus Flinders boasts a specialist Computer Science, Engineering and Mathematics facility at nearby Tonsley, and our business-oriented presence on Victoria Square in the CBD. Our considerable footprint includes external teaching facilities in regional South Australia, south-west Victoria and the Northern Territory.



A COMMITMENT TO INNOVATION

Flinders University was opened by Her Majesty Queen Elizabeth, the late Queen Mother, on 25 March 1966, as the Bedford Park campus of the University of Adelaide.

Just 18 days earlier, however, the South Australian Parliament had passed legislation to create an independent institution. The state's second university officially came into being on 1 July 1966.

The Kaurna people are the traditional owners of the land on which Flinders was established. Its namesake is the British navigator Matthew Flinders, who explored and surveyed the South Australian coast in 1802. The University's coat of arms includes an image of Flinders' ship HMS Investigator and an extract from his book *A Voyage to Terra Australis*.

In 1966 The University began with four schools, 90 staff and just over 400 students. Professor Peter Karmel was the inaugural Vice-Chancellor and Sir Mark Mitchell the first Chancellor.

Within a decade a significant decision was made to build the Flinders Medical Centre on land adjacent to the campus and locate the University's Medical School within – the first such integration in Australia.

In 1990 the University experienced a growth spurt with the addition of three new buildings – Law and Commerce, Engineering, and Information Science and Technology.

The following year Flinders merged with the adjacent Sturt campus of the former South Australian College of Advanced Education, and in 1992 a four-faculty, 14 school structure was adopted.

During the 1990s, Flinders expanded into the Northern Territory. In the 2000s, our footprint extended into rural South Australia and south-west Victoria.

In 2002, the Australian Science and Mathematics School was established at the foot of the Bedford Park campus, the first school in Australia to be fully integrated with a university.

New School of Education and Health Sciences buildings were completed in 2010, the same year as a state-of-the-art Science Innovation Learning Centre was opened as a dedicated first-year teaching facility for science and engineering students.

In 2015, the University's vision for a science and technology hub at Tonsley was realised when the \$120 million School of Computer Science, Engineering and Mathematics opened its doors. The site is also home to the Flinders New Venture Institute, the Medical Device Research Institute and the Centre for NanoScale Science and Technology, all of which are generating alliances and business opportunities with other education providers and national and global companies.

Flinders' commitment to student-centred growth continued in 2016 with the unveiling of a \$63 million Student Hub and Plaza at the heart of the Bedford Park campus. Drawing on the latest research into best educational practice, the Hub's intelligent design encourages collaborative learning and social interaction.

In 2017 Flinders implemented a simplified six College model to encourage interdisciplinary research and teaching.

Looking forward, Flinders is set to benefit from an extension of the Tonsley rail line to the Bedford Park campus. Opened in December 2020 this new rail line and station links the Flinders health and education precincts to the Tonsley campus and the city.



Matthew Flinders maquette

LIVING IN ADELAIDE IS:

► EXCITING, AFFORDABLE, ENJOYABLE

The appeal of Adelaide has been a well-kept secret but it is now, according to Lonely Planet, officially one of the top ten cities in the world. As the authoritative travel guide put it: “Adelaide is effortlessly chic – and like a perfectly cellared red, it’s ready to be uncorked and sampled”.

Adelaide was the only Australian city to feature in Lonely Planet’s Best in Travel 2014 book, sharing its top ten accolade with the likes of Paris, Trinidad and Cape Town.

A cosmopolitan, modern and affordable city in which to live, work and study, Adelaide has all the hallmarks of a major urban centre with modern and classical architecture, a bustling retail hub and a multicultural population.

World class wine, gourmet food and natural attractions are all close at hand and the city offers entertainment and arts festivals that attract performers and visitors from across the globe.



Adelaide city skyline at dusk

With a Mediterranean climate that is conducive to exploring the natural environment and enjoying the finest foods and wines, Adelaide and South Australia offer unrivalled opportunities to achieve a highly satisfying work-life balance.

Adelaide is a significant university city with a well-regarded reputation for sophisticated, international calibre education. The city is home to three Australian universities – Flinders, the University of Adelaide and the University of South Australia.

The city also hosts branches of Carnegie Mellon University, Torrens University and the Royal Institution of Australia – the only satellite of the Royal Institution of the UK.

Adelaide's primary and secondary schools – both government and private – also boast a reputation for excellence and pastoral care. No longer a secret, Adelaide is a highly attractive city in which to live life to the fullest.



DIRECTOR, COLLEGE SERVICES: MEDICINE & PUBLIC HEALTH POSITION DESCRIPTION VACANCY REFERENCE JR0000004055

The **College of Medicine and Public Health** delivers basic science, clinical, and population-based research and integrated teaching programs, facilitates multidisciplinary health education and research in rural and remote areas, and supports improved health outcomes for Aboriginal and Torres Strait Islander people through collaborative, holistic and community-driven approaches. Our footprint reaches from our world-class teaching hospital at the Flinders Medical Centre in South Australia to rural clinical locations that stretch all the way to Darwin in the Northern Territory, through the Central Australian Corridor.

Our research, teaching and learning changes the lives of individuals and communities. Our research and teaching aims to equip the next generation of leaders and innovators with the skill, commitment, and vision to protect vulnerable communities and truly advance health outcomes. Our fundamental vision is to improve the health of our communities.

DIRECTOR, COLLEGE SERVICES - MEDICINE AND PUBLIC HEALTH POSITION SUMMARY

The **College of Medicine and Public Health** delivers basic science, clinical, and population-based research and integrated teaching programs, facilitates multidisciplinary health education and research in rural and remote areas, and supports improved health outcomes for Aboriginal and Torres Strait Islander people through collaborative, holistic and community-driven approaches. The College operates across South Australia and Northern Territory. It has approximately 600 employees, 900 affiliates and has an annual budget of approximately \$125m with more than \$60m in annual funded research and related programs.

The Director, College Services is responsible for providing strategic and operational leadership of professional support services for the College. The role makes proactive and positive contributions to the College's service culture and goals of the University. The position will lead and manage diverse and multi-disciplinary professional staff teams to provide cohesive and consistent customer service to a range of stakeholders within the College.

Day to day the position is accountable to the Vice-President and Executive Dean of the College and will work as a member of the College leadership team. The position reports to the University's Vice-President Corporate Services (Chief Operating Officer) to ensure alignment with the strategic and operational requirements of the University, including ensuring consistency of customer service. The role has key responsibility in the financial management of the College and will make significant contributions to the development and implementation of strategies, frameworks, standards and processes within the College.

The Director, College Services will also contribute to the development and delivery of projects in customer strategy, quantitative and qualitative analysis of College performance, process and customer experience design, operating model design and the improvement of the performance of the College, especially growth opportunities. As a member of the College leadership team, this role ensures high quality, innovative service experiences for students and staff through the provision of customer-focused, efficient, and effective support services for the College.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- Demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred.
- contribute to the efficient and effective functioning of the team in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Familiarise themselves and comply with the University's Work Health and Safety, the Return to Work Act 2014, University WHS and Injury Management policies and Equal Opportunity policies

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position. If you have any queries in this regard, please raise them with the named contact person in this Position Description in the first instance.

Flinders University has implemented its COVID-19 Vaccination Policy (2022), as a result, all new and current staff must adhere to this policy as a requirement of their employment. Should the staff member not be up-to-date with their COVID-19 vaccinations or have a valid medical exemption, then the staff member will be subject to the requirement to undertake regular Rapid Antigen Testing as per the Rapid Antigen Testing Procedures.

KEY POSITION RESPONSIBILITIES

- As a member of the College's leadership team, develop and implement strategy and plans for excellence in research, education, external partnerships and culture.
- Lead the professional teams responsible for the operations and financial management of the College.
- Facilitate the development, review and implementation of systems, policies and procedures to successfully operate the College and focus on continuous improvement in the provision of services.
- Work with the Directors, College Services from other Colleges to drive strategic initiatives to improve services.
- Work directly with the College's leadership team and the professional service leaders across the University to ensure services to the College are appropriate, consistent and effective.
- Provide mentorship and leadership to diverse professional staff within the College Services team, driving a culture of customer service and high performance and ensuring staff are adequately skilled, experienced, engaged and appropriately supported to meet College operational needs.
- Develop a resource model and culture that is responsive to the demands of a College with significant research activity, cyclical workloads and competing priorities.
- Undertake a leadership role in the College's strategic planning process as it relates to the development of support service priorities and the implementation of strategies to ensure their achievement.
- Lead the identification, development and implementation of change management strategies to improve business performance in collaboration with the academic leadership team of the College and other University stakeholders.
- Develop and maintain productive working relationships with key stakeholders within the College and across the University to influence and respond to issues as they arise.

- Lead and manage projects, organisational or system changes, in line with University directives, College plans and operational needs.
- Ensure compliance with relevant regulatory bodies and legislation.
- Other duties as directed by the Vice-President Corporate Services (Chief Operating Officer), Vice President and Executive Dean of the College and/or by the University leadership.

KEY POSITION CAPABILITIES

- Experience managing the financial and operational needs of a large organisation, ideally within a University or organisation with significant research and/or education activity. (Financial scale: \$100m+)
- Degree-qualified with relevant post qualification experience in one or more of the following areas: business administration, commerce, law, service design, process/operations improvement, business strategy/operating models and customer experience management.
- Proven ability to lead, motivate and develop large, high performing, multi-disciplinary teams to provide coherent, consistent, and effective customer service in a matrix reporting environment. (Team scale: approximately 80 professional staff supporting the College).
- Demonstrated collaborative style in day-to-day work and decision making.
- Proven ability to respond to challenging situations in a calm, composed and constructive manner.
- Proven ability to work collaboratively as a member of a senior management team in support of strategic objectives, contributing to the achievement of both team and organisational priorities.
- Proven organisational and strategic planning skills including the ability to plan and lead change, prioritise and meet deadlines, allocate resources effectively and efficiently to ensure operational and service delivery goals are met in high volume and complex environments.
- Significant expertise in creating and delivering a consistent and integrated customer experience within a complex environment and demonstrated ability to create and lead a continuous improvement, service orientated culture.
- Understanding of a wide range of IT systems, including Service Management tools, customer analytics and other data management systems to drive insights for financial management, performance improvement, customer service management and other operations typical of a large organisation.
- Excellent communication, influencing and negotiation skills, including the ability to produce written information and presentations for a range of audiences and to effectively manage stakeholders with competing interests.
- Demonstrated understanding of the relevant government legislation and contemporary issues facing the higher education and research sector.

SELECTION OF CANDIDATES

Candidates will be evaluated on merit against all of the various components that make up this Position Description. Assessment will consider all information that is determined to be appropriate, e.g. written application, qualifications, interview and referee reports. The final decision regarding appointment to this position will be based on an assessment of the requirements of the total Position Description.

INFORMATION FOR PROSPECTIVE APPLICANTS

You are required to provide a submission of **no more than three pages**, stating how your current and/or recent experience meet the requirements of the position description.

For a confidential discussion, please contact the Vice-President (Corporate Services), **Mr Mark Gregory**, on +61 8 8201 5772 or via email at: **vpcsoffice@flinders.edu.au**.

For more information about working at Flinders University, visit the **flinders.edu.au/joinflinders** website.

Information about Flinders University can be found at: **flinders.edu.au**

Additional information about South Australia can be found at: **southaustralia.com**

SUBMITTING AN APPLICATION

Full details including how to apply online can be found at our Jobs@Flinders website **flinders.edu.au/employment**.

Your application should be lodged with the University online, quoting **Vacancy Reference JR0000004055**

Applications close: Thursday, 7th April 2022 at 11:59pm



