

POSITION DESCRIPTION

POSITION TITLE:	Head of Education
POSITION NUMBER:	5704
DIVISION / SECTION:	Education / Public Health & Health Research
SUPERVISOR:	Deputy Director First Nations Leadership - 5607
CLASSIFICATION LEVEL:	Academic Level D - E
SALARY RANGE:	\$157,715 - \$200,551 per annum, pro rata
STATUS (FTE):	1.0 FTE - Three Year Contract
LOCATION:	Darwin
DIRECT REPORTS:	Approx 10-15
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	Ability to obtain National Police Clearance and NT Drivers licence

ABOUT MENZIES:

Menzies is a national leader in research and education that improves health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

The Head of Education will provide strategic leadership and direction to education activities in the areas of public health and health research for Menzies School of Health Research (Menzies). They will work closely with other leaders in Menzies, the broader public health and health research industries, Charles Darwin University (CDU) and the community to further educational innovations. An important prerequisite for this position is significant experience in and understanding of public health practice and health research, which they can bring to higher education and other educational settings.

The Head of Education will lead the Education Team that delivers the Menzies postgraduate Public Health and Health Research Program for CDU. These higher education courses provide students with effective frameworks and reliable tools which enable them to understand and tackle complex population health and social challenges in local, national and global environments - with a focus on Northern Australia and First Nations health. The Head of Education will also provide strategic direction for these higher education courses and explore ways to extend Menzies education activities into alternative formats, levels, and pathways. The person we are seeking will bring vision and enthusiasm to this role, which sits at the exciting intersection of public health, health research and education. They will have excellent interpersonal skills with the ability to inspire and collaborate with the Education Team, Menzies staff and key stakeholders.

PRIMARY RESPONSIBILITIES:

The following responsibilities are not exhaustive and may include others as directed by the Supervisor:

1. Lead, manage, mentor, and support the multi-disciplinary Education Team, promoting a positive, inclusive and collaborative approach in a unique, dynamic and highly skilled work environment.
2. Maintain and enhance education strategies, systems and processes to support diverse student cohorts and ensure that their administrative and learning needs and outcomes are met.
3. Lead the ongoing delivery, quality, review, accreditation, evaluation, reporting and financial stability of education programs. This includes: promoting courses, developing curriculum, ensuring compliance with policies and standards, teaching into programs, teaching and learning scholarship, conducting and supervising research in line with discipline expertise as needed.
4. Work together with Education staff to identify, develop and implement mechanisms to maintain and improve the quality of programs, teaching and learning, academic integrity, the student experience and financial management.
5. Maintain and improve strategies to ensure greater involvement by First Nations Australian students and staff in education activities in line with broader Menzies Strategic Plans.
6. Grow innovations in public health and health research education programs, particularly in higher education, online and face-to-face teaching, as well as other dedicated education offerings and pathways, to build the public health and health research workforce.
7. Work together with the Deputy Director, Director and other Menzies leaders on matters related to the intersection of public health, health research, education and workforce development, including the sourcing of appropriate new staff and funding as needed.
8. Ensure appropriate participation and representation by Menzies Education on Menzies, university and public health forums, committees, networks, organisations and peak bodies.
9. Liaise and collaborate with key stakeholders at Charles Darwin University, and others in relevant education, public health and health research roles in Northern Australia and beyond, to strengthen partnerships, and to ensure adherence to field of education, policy and regulatory body standards.
10. Work together with Education staff to manage human resources, including the effective recruitment, selection and retention of staff, staff load planning, and supporting staff professional development and performance management.
11. Work effectively with digital systems, programs and databases, particularly education technology and management systems, to communicate, interpret and analyse information, data, policies, regulations, guidelines, processes, and report to others.
12. Maintain development of professional knowledge, including staying informed about emerging directions in education and public health, and learning new skills and technologies that relate to the current role.
13. Understand and be aware of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation, along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
14. Any other tasks as reasonably required by the Deputy Director and/or Director.

Additional responsibilities for appointment at Level E

1. Make a significant contribution to teaching and learning scholarship, conducting and supervising highly relevant research in line with discipline expertise as needed.
2. Fostering excellence in teaching.
3. Ongoing involvement in relevant education, public health and health research industry forums.

SELECTION CRITERIA:

Essential:

1. A relevant doctoral qualification or equivalent and significant high-level experience in relevant public health, health research and/or education areas.
2. Demonstrated academic excellence and/or public health achievements evidenced by an outstanding contribution to a relevant discipline area of public health, health research and/or education.
3. Proven experience of successfully leading, managing, mentoring and collaborating with individuals, teams and organisations.
4. Proven ability to engage in public health activities with professionals, the community, colleagues and students.
5. Experience in the effective design, development, accreditation, delivery, analysis and evaluation of education programs and/or public health programs.
6. Experience in financial management.
7. High-level oral and written communication and interpersonal skills; proven ability to establish effective working relationships with colleagues, students and stakeholders, and develop and maintain strong partnerships and links with relevant public health professionals and the community.
8. Possess sound technological knowledge and skills, including experience with education technology, digital learning tools and platforms as well as other relevant digital systems, programs and databases.
9. Demonstrated integrity and ability to maintain confidentiality of data and personal information; and exercise diplomacy and discretion when dealing with sensitive and confidential matters.

Additional criteria for appointment at Level E

1. Recognised significant high-level experience in relevant public health, health research and/or education areas.
2. Proven continuing commitment to, and distinguished achievement in, education.
3. Demonstrated excellence in, and enthusiasm for engagement with, the public health industry.
4. Proven ability to foster outstanding working relationships with staff, stakeholders and industry.
5. Proficiency with education technology, including digital learning tools and platforms as well as other relevant digital systems, programs and databases.

Desirable:

1. Leadership, business management, finance and/or technology qualifications.
2. Knowledge and experience of the Northern Australian context.
3. Team building knowledge and skills.

COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify Aboriginal and Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and Torres Strait Islander peoples to apply for this position.

APPROVED BY: Menzies Human Resources
DATE: 20 March 2025

Research/Academic Staff - PRF1 to SPRF1		
PACKAGE COMPONENT	Minimum Value PRF1 (\$)	Maximum Value SPRF1 (\$)
Gross Salary (position advertised as Research/Academic Staff - PRF1 to SPRF1)	157,715	200,551
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	22,080	28,077
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card)	11,473	12,794
Leave Loading (payable on the last pay before Christmas - first year will be a pro rata payment)	1,724	1,724
TOTAL SALARY PACKAGE	192,993	243,146