Position Description – Dean (People and Resources)

Updated 9 November 2026

POSITION DETAILS	
College	**College of Medicine and Public Health**
Supervisor (Title)	**Vice-President and Executive Dean**
Employment Type	**Fixed-term, full-time**

POSITION SUMMARY

The Dean (People and Resources), College of Medicine and Public Health provides comprehensive support and advice to the Vice-President and Executive Dean on the Academic staff profile required to deliver the Strategic goals of the College and the University. The role oversees the development and management of academic staff within the College to support achievement of the College strategic objectives in a manner consistent with the University's vision and values.

The Dean (People and Resources) will also provide high level advice to the Vice-President and Executive Dean in relation to the academic staff and resources required to deliver effective College operations.

It is expected that the Dean (People and Resources) will work collaboratively with the Vice-President and Executive Dean, other Deans, Professoriate, research leaders, discipline leaders, course coordinators, academic and administrative staff to ensure that the research and educational objectives of the College are achieved.

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 or work unit 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.
- 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, Injury Management and Equal Opportunity policies and the Return to Work Act 2014.
- In addition, it is a requirement of this position that the incumbent maintain a current Child Related Employment Screening which is satisfactory to the University in accordance with the Children's Protection Act 1993 (SA).

Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.

Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID-19 in line with the SA Health policy.



KEY POSITION RESPONSIBILITIES

The Dean (People and Resources) works in collaboration with, and under the guidance and direction of, the Vice-President and Executive Dean, to:

1. Provide effective leadership in developing, designing and supporting the implementation of academic staffing plans across the College to deliver the University's strategic objectives and achieve the College's key performance indicators.
2. Participate in the development of strategic directions for the College within the context of the University's planning framework and the University's overarching strategies.
3. Develop and implement proactive staff attraction and retention plans, which ensure that the College has the right numbers and configurations of appropriately skilled and motivated academic staff for both short and long term activities, priorities and targets.
4. Lead on the development, implementation and monitoring of key performance indicators, capabilities and provide staffing information to facilitate improved individual and College performance.
5. Provide leadership in ensuring appropriate development opportunities are available to academic staff and provide advice to the Vice-President & Executive Dean in relation to performance management, complaints and/or disciplinary matters in relation to academic staff.
6. Ensure there is a clear and transparent framework in place for appraisal and performance management of individuals, including establishing performance expectations and monitoring the use of the framework to ensure effective people management and performance in the College.
7. Provide leadership in relation to the planning and allocation of academic workloads, space and other resources.
8. Any other responsibilities in line with the level of the role as assigned by the Vice-President and Executive Dean and/or the University.

KEY POSITION CAPABILITIES

- A PhD, or equivalent qualifications.
- Demonstrated ability to contribute constructively to the overall strategic performance and positioning of the College, as a member of the College's Senior Leadership Team.
- Highly developed strategic, organisational and management skills and ability to manage and lead staff in a demanding and changing global higher education environment.
- Proven ability to translate strategic objectives into deliverable operational plans resulting in high performance outcomes in a complex higher education / health environment.
- Proven ability to analyse, interpret and present complex data and build business cases supported by clear evidence, making recommendations and contributing to the development of staffing and operational plans.
- Demonstrated knowledge of the diversity and equality agenda, and appreciation of a proactive approach to diversity within a complex organisation.
- Experience in managing, leading, coaching and mentoring staff, including the management of academic workload in accordance with agreed workload models.
- Highly developed leadership, negotiation and influencing skills with the ability to motivate, challenge and engage individuals and teams.
- High level interpersonal, communication and problem-solving skills including the ability to consult, network and build relationships within the organisation and externally.
- Demonstrated ability to work effectively in a collegiate environment, develop and achieve shared goals and objectives and negotiate agreed directions and outcomes.
- Outstanding record of academic achievement with a track record of success consistent with the University's vision and expectations. (*desirable*)

FINAL

