

POSITION DESCRIPTION

Title: Head of Postgraduate Studies

Classification: Senior Lecturer Level D

Status: Full time; permanent

FTE: 1.0

Reports to: Head of Studies and Deputy Director

Direct reports: None

Issue date: January 2026

JOB PURPOSE

The Head of Postgraduate Studies is responsible for developing and coordinating the delivery of postgraduate degree courses of National Art School (NAS) in keeping with School's mission, and its academic and strategic plans.

This role provides academic leadership through overall course development, administration and delivery of postgraduate specific course curricula, and the development of related research/teaching resources across our BFA(Hons), MFA and DFA courses.

The Head of Postgraduate Studies plays a significant role in the promotion of postgraduate courses and recruitment of students. They are responsible for annual budgets and revenue targets of postgraduate courses.

Academic faculty employed at this level are expected to be professionally active within their field of specialisation and make original an innovative contribution to practice, research, scholarship and teaching in their discipline at a national and international level.

STATEMENT OF DUTIES

LEARNING & TEACHING

- Provision of academic leadership and professional example to staff and students of the School;
- Effective delivery of lectures, seminars, tutorials and academic supervision to students and research candidates;
- Development and coordination of postgraduate-specific course curriculum within the context of the School's accredited course requirements;

- Coordination of the Learning Management System (LMS) experience for postgraduate courses.
- Coordination of fair, timely and accurate assessment and feedback to students.

ADMINISTRATIVE RESPONSIBILITIES

- Planning, development and oversight of postgraduate courses and resources;
- Coordination and communication across departments involved in the delivery of postgraduate courses;
- Coordination of postgraduate student assessments and examinations in accordance with School policy and procedure;
- Oversight of course evaluation, student feedback, student data, and quality assurance reporting, including contributions to TEQSA and internal audit processes.
- Managing the resources and budget allocations including the recruitment of staff in consultation with senior management.
- Support for postgraduate students on a range of academic and pastoral issues.

ORGANISATIONAL RESPONSIBILITIES

- Effective liaison with Head of Studies, the Academic Leadership Team, and all NAS staff involved in the delivery of NAS postgraduate courses;
- Oversee postgraduate recruitment, admissions and interview processes.
- Manage postgraduate research supervision and induction of supervisors;
- Participate in academic governance, including the Teaching & Learning Committee, Research & Scholarship Committee and other committees or working groups as required.
- Providing leadership in the coordination of postgraduate student recruitment that

- support diverse student cohorts, admissions processes and scholarship selection panels;
- Contribution to advocacy and promotion of NAS including representation of the school at internal and external events.

SCHOLARSHIP & PROFESSIONAL ACTIVITY

- Significant contribution to teaching through research, scholarship and professional activity;
- Maintenance of professional recognition at a national and international level through innovative and original contribution to artistic practice, research, scholarship and professional activity in a specialist field.

GENERAL DUTIES

- Maintenance of inclusive, respectful and culturally safe learning and working environment;
- Participation in the application of School systems, policies and procedures including Workplace Health and Safety;
- Undertaking continuous professional development including participation in staff training activities;
- Support sustainable and ethical practices in teaching, research and studio operations.
- Performing other duties commensurate with this level as required.

QUALIFICATIONS AND EXPERIENCE

- Postgraduate qualifications at AQF level 10 or equivalent professional experience;
- Excellent record and a current profile of artistic practice and/or research evidenced through exhibitions, scholarly activity, or publication at a national and international level;
- Demonstrable experience of successful strategic leadership of an academic department;
- Substantial experience in the management of teaching and learning resources, supervision of staff and delivery of academic programs in a higher education setting;
- Understanding of TEQSA, AQF and higher education quality assurance frameworks;
- Substantial experience of subject development and teaching in the Fine Art field within a higher education setting;
- Demonstrated ability to lead teams, manage change and build collaborative academic cultures;
- Excellent interpersonal, verbal, and written communication skills;

- Strong commitment to continuous professional development;



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- Evidence of strong professional networks within the arts and cultural sectors;
- Knowledge of and commitment to Equal Employment Opportunities and Workplace Health and Safety practices.

KEY RELATIONSHIPS

Internal	
Head of Studies	Develop, report and deliver programs and curricula
Direct Reports	None
Heads of Departments and Academic Leadership Team	Develop and maintain effective working relationships, engaging and consulting in the delivery of organisational objectives and budget targets
Executive	Provide expert advice and contribute to decision making; and provide regular updates on key projects, issues and priorities as required
Colleagues	Develop and maintain effective and collegiate working relationships
Students	Provide a safe, supportive and effective learning environment for students
External Stakeholders, Service Providers	
External Stakeholders, Service Providers	Develop and maintain effective working relationships, manage deliverables, manage value and cost, keep abreast of developments
Professional Community	Develop and maintain effective professional profile and engagement within the professional sector and keep abreast of developments
First Peoples community	Develop and maintain effective working relationships with NAS First Peoples Advisory Committee, Head of First Peoples Art and a broad range of First Peoples agencies and institutions.

ACKNOWLEDGMENT

I have read and understood this position description and I accept the key accountabilities outlined in this position description. I understand that this position description is used primarily for the purposes of position salary band evaluation, candidate information and as a reference point for performance agreements and reviews. This position description does not attempt to define specific tasks of the position.

Print Name: _____

Signed: _____

Date: _____