

POSITION DESCRIPTION



NATIONAL
ART
SCHOOL

Title: Head of Drawing

Status: Permanent Full Time

Classification: Lecturer Level D

Reports to: Head of Learning and Teaching

Direct reports: Lecturers, Sessional Lecturers, Studio Technician

Issue date: October 2025

JOB PURPOSE

The Head of Drawing is responsible for the development and co-ordination of Drawing programs and curricula at the National Art School.

The Head of Drawing provides academic leadership and management of the Drawing Department including the line management of departmental staff, studios and related learning and teaching resources.

In keeping with minimum standards for Academic Levels under the Australian Higher Education – Academic Staff – Award 2020, staff employed at this level can normally be expected to make original and innovative contributions to the advancement of scholarship, research and teaching in their discipline.

STATEMENT OF DUTIES

LEARNING & TEACHING

- Provision of academic leadership and professional example to staff and students of the department.
- Development and coordination of subject specific course curriculum within the context of the National Art School's accredited course requirements.
- Effective delivery of lectures, seminars and tutorials to students at the National Art School.
- Provision of timely and accurate feedback on student progress to students enrolled in subjects delivered by the department.
- Oversight of governance and compliance requirements relating to learning and teaching, including adherence to academic integrity standards and WHS protocols.

ADMINISTRATIVE RESPONSIBILITIES

- Planning, development and oversight of departmental facilities and resources including departmental budgets.
- Coordination of teaching staff within the subject area including timetabling and

management of academic workloads and the appointment of sessional teaching staff.

- Coordination of assessment procedures in the subject area and the maintenance of related records in accordance with the School's Records Policy.
- Ensuring effective reporting procedures are implemented and reviewed including the provision of regular reports on and for the subject area as required.
- Managing the resources of the subject area within budget allocations including the recruitment of staff in consultation with senior management.
- Responsibility for governance and compliance within the department and adherence to relevant policies and legislation.
- Performance management of academic staff within the department, including goal setting, feedback and support for professional development in alignment with NAS policies and strategic priorities.

ORGANISATIONAL RESPONSIBILITIES

- Effective liaison with the Head of Learning and Teaching, Heads of Programs, and other Heads of Department in the delivery of the education programs of NAS.
- Actively participating in effective promotion, student recruitment and selection process.
- Representation of the department on School committees, including Academic Leadership Team, Learning & Teaching Committee, Scholarship & Research Committee and other committees as required.
- Representation of the department and School at internal and external events.

SCHOLARSHIP & PROFESSIONAL ACTIVITY

- Making significant and continual contribution in artistic practice/scholarship in specialist field(s) through the maintenance of high-level professional practice and/or research profile.
- Making outstanding contribution to the research and/or scholarship and/or teaching

and administration activities of the department.

- Making outstanding contribution to the governance and collegial life inside and outside of the institution and maintenance of professional recognition at a national / international level.



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GENERAL DUTIES

- Maintenance of effective and collegial working relationships across the School.
- Participation in the application of School systems, policies and procedures including proactively managing Workplace Health and Safety obligations within the department and wider School campus and community.
- Undertaking continuous professional development including participation in staff training activities.
- Performing related duties commensurate with this level as required.

QUALIFICATIONS AND EXPERIENCE

- Postgraduate qualifications at AQF level 10 or equivalent professional experience.
- Excellent record and 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.
- Substantial experience of subject development and teaching in Fine Art and Drawing within a higher education setting
- Excellent interpersonal, verbal, and written communication skills.
- Strong commitment to continuous professional development.
- Knowledge of and commitment to Equal Employment Opportunities and Workplace Health and Safety practices.

KEY RELATIONSHIPS

Who	Why
Internal	
Head of Learning and Teaching	Develop report on and deliver the Drawing programs and curricula at the National Art School.
Departmental staff	Lead and support the performance and development of staff with a direct reporting line.
Managers and Heads of Department / Programs	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
Students	Provide a safe, supportive and effective learning environment for students
Colleagues	Develop and maintain effective and collegiate working relationships with all employees of the National Art School
External	
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

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: _____