

College of Medicine and Public Health: Executive functions and responsibilities

This document summarises the structure, function and responsibilities of the College of Medicine and Public Health (CMPH) Executive team, Executive Committee and Extended Leadership group which has been implemented in May/June 2025.

Current University wide governance and committee structures

Flinders University operates under a governance framework that includes:

- **University Council:** The overarching governing body of the university supported by five standing committees: Executive, Academic Senate, Audit & Risk, Finance & Investment and Remuneration.
- **Senior Executive Team:** Senior leadership roles including the Vice Chancellor, Deputy Vice Chancellors, Vice Presidents, Chief of Staff, General Counsel and Chief Financial Officer who oversee university operations.
- **Colleges:** Six academic divisions, led by Vice Presidents and Executive Deans, including the College of Medicine & Public Health.

CMPH College leadership: structure and functions

College purpose

Delivering education and research of excellence to shape healthcare and impact lives.

CMPH Executive leadership vision

Through collaborative effort, create structures, systems and culture to enable college impact.

Objectives

- To advise and support the Vice President & Executive Dean in the leadership and management of the College, including strategic direction and targets; culture and values; performance monitoring and accountability; financial and workforce planning; and risk management.
- To ensure the College is aligned with and contributes towards the University's Strategic Plan and relevant policies/procedures that guide activities of the University.

Functions

Strategic leadership

- To ensure that strategic plans for the College are aligned with the strategic plans for the University.
- To endorse and exercise leadership of the CMPH Strategic Plan, providing sponsorship for the strategic projects required to meet College objectives.
- To monitor the performance of the College in its implementation of its strategic plan
- To ensure strategic risks are identified and are being managed effectively.

Resourcing and Development

- To advise the Vice President & Executive Dean on the allocation of staff, financial, physical and virtual resources to support College activities.
- To ensure appropriate development and marketing of teaching and research to ensure the College remains sustainable and achieves its growth targets.
- To ensure workforce planning and capability is fit-for-purpose and in alignment with strategy.

- To advise the Vice President & Executive Dean on the financial management of the College.

Quality, Review and Improvement

- To ensure rigour around quality assurance for teaching and research activities, including accreditation requirements.

Risk Management

- To monitor WHS risk for staff and students of the College and oversee the implementation of approaches to mitigate risk.
- To monitor strategic, legal, financial, and reputational risk for the College and oversee the implementation of approaches to mitigate risk.

Ethics, Sustainability and Responsibility*

- To oversee and monitor the implementation of reconciliation initiatives for the College, aligned with the University's Reconciliation Action Plan
- To oversee and monitor College initiatives that support diversity, inclusion and belonging for all staff, students and stakeholders of the College, in line with the University's policies and values.
- To oversee and monitor ways of working that support ethical and environmentally sustainable practices for the College.

CMPH College leadership: governance groups

A diagram showing executive-lead governance groups and their subcommittees can be found at page 4.

A. CMPH Executive Team

- Vice President & Executive Dean
- Dean, Research
- Dean, Education
- Dean, People & Resources
- Dean, Rural & Remote Health
- Director of College Services

Meetings

The CMPH Executive Team meets weekly for one hour to advise the Vice President & Executive Dean on sensitive, confidential and deadline-driven college management matters.

B. CMPH Executive Committee

The CMPH Executive Committee will review and discuss a standing agenda of strategic and operational college priorities, which includes reporting schedule from other college committees, both those who report directly into the CMPH Executive Committee and those who report through to central university governance groups.

- CMPH Executive Team
- Senior Finance Business Partner
- Institute Manager, Research Development and Support
- Marketing Communications Partner
- Lead People and Culture Business Partner
- Heads of Disciplines: Public Health, Medical Biosciences & Clinical Sciences)
- Director, Poche SA & NT/First Nations representative
- Committee EO – CMPH Senior Executive Officer

Meetings

The CMPH Executive Committee is chaired by the Vice President & Executive Dean (or delegate). The Executive committee and will aim to meet for two hours monthly (and at least eight times per annum).

Authorised agenda item(s) and relevant papers will be submitted to the Senior Executive Officer five working days before each meeting. The submission of late papers will require the approval of the Chair via the Senior Executive Officer.

Reporting

The CMPH Executive Committee will receive brief written reports from and be supported by the following sub-committees:

- CMPH Finance Committee (to be developed)
- CMPH Workforce Committee (to be developed)
- CMPH Space Committee (in place)
- CMPH Rural and Remote Executive Committee (in place)

The CMPH Executive Committee will receive quarterly, written reports from the following three groups that are embedded in university-wide governance structures:

- CMPH Education Committee
- CMPH Research Committee
- CMPH Work Health & Safety Committee

The Executive Committee may establish additional sub-committees and working groups from time to time to advise on specific matters.

C. CMPH Extended Leadership group

- CMPH Executive Committee
- Discipline group leads
- Nominated research leaders
- Nominated education leaders

Meetings

The CMPH Extended Leadership group will meet twice a year in April & October, with calls for agenda items to be distributed four weeks prior.

Agenda items will be received from the extended leadership group to enhance information sharing and two-way communication. It is expected the discipline group leads and nominated education and research leaders work together to develop relevant agenda items and opportunities to highlight best practice and initiatives taking place within certain areas of the college.

*Ethics in this document specifically pertains to the ethical considerations of college leadership. Research integrity, ethics and compliance at Flinders University is the purview of Research services and support.

Committee reporting diagram

