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## **Director – Institute for the Future of Business**

### **INFORMATION for CANDIDATES**

October, 2022

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### **Acknowledgement of Country**

The University of Melbourne would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrung people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

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## 1. Role Summary

### Director – Institute for the Future of Business

- *Joint Venture - Faculty of Business & Economics and Melbourne Business School*
- *Australia's Top-Rated University and Globally Recognised Business School*
- *Partnering with business, industry, the public and not-for-profit sectors*

The University of Melbourne's Faculty of Business & Economics and Melbourne Business School are jointly establishing the Institute for the Future of Business. The Faculty is the leading provider of programs in Accounting, Economics, Finance, Management & Marketing and Actuarial Science. The Melbourne Business School is home to Australia's best MBA and business analytics degrees (Financial Times 2022), as well as custom solutions for organisations and short courses for professionals. Together the Faculty and the Melbourne Business School have over 60,000 alumni in more than 100 countries.

#### **About the Institute**

The Institute will engage in and enable thought leadership that draws on academia, business and industry using a partnership approach. It seeks to bring together and enable future thinking about business directions and emerging business models in a pro-active way. At the same time, the Institute will provide concierge services into the resources and the researchers of the University. The Institute is partner based and has already attracted support from the business community.

#### **About the Director Role**

The Director will head the new Institute, providing leadership and fostering excellence in engagement within the Institute for the Future of Business, the Faculty, Melbourne Business School and the wider business community. The Director will be closely engaged with businesses to build strong partnerships with the private and public sectors as well as the not-for-profit sector. This role will work with an Advisory Board that provides advice to the Director on the Institute's strategy and offers support in approaching prospective partners. External members of the Advisory Board are drawn from people engaged in business, public service and academic research.

#### **Key Attributes for the Director**

High quality candidates could have a demonstrated track record either as a senior business school academic with well-developed business networks, or, as a business leader with strong academic credentials who is known as a forward-thinking thought leader. Quality candidates will have very good business connections, knowledge and expertise. If from the academic sphere, they will have a clear track record of sourcing external funding and identifying funding opportunities, especially from business and government. They will have the leadership experience and management skills appropriate to ensuring the success of a self-funded Institute.

## 2. Role Overview

Organisation:	Faculty of Business & Economics and Melbourne Business School Ltd
Role Title:	Director – Institute for the Future of Business
Classification:	Level D or Level E
Reports to:	Committee of Management, Led by the Deans of the Faculty and MBS
Location:	Melbourne
Employment Type:	Full-time, Fixed-term contract (Performance Based Contract)

## 3. The Context of the Institute, the Faculty and Melbourne Business School

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne’s Faculty of Business and Economics [FB&E] is the leading provider of programs in Accounting, Economics, Finance, Management & Marketing and Actuarial Science. The Melbourne Business School [MBS] is home to Australia's best MBA and business analytics degrees (Financial Times 2022), as well as custom solutions for organisations and short courses for professionals. Together the Faculty and the Melbourne Business School have over 60,000 alumni in more than 100 countries

### The Institute

The Institute for the Future of Business (IFB) is a joint initiative between the Faculty of Business & Economics and Melbourne Business School, designed to bring academia closer to business with the aim of transforming graduate business education and translational research through deep multi-dimensional partnerships with business.

The IFB is an innovation ecosystem, including academics and experts alongside industry specialists to co-design and co-develop projects, forming long-term partnerships and a shared commitment to sharing knowledge in novel and imaginative ways.

IFB focuses on multi-partner innovations and practical experiments with clear and distinct pathways to value creation. The Institute will facilitate access to IP and the creation of new IP scoping and solving the business challenges of the future.

*The Faculty of Business & Economics and Melbourne Business School*

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

Melbourne Business School is home to Australia's best MBA and business analytics degrees, as well as short courses for professionals and custom solutions for organisations. As Australia's leading provider of business education and insight, the School also offers a range of other postgraduate degrees in management, economics, finance and entrepreneurship. Jointly owned by the business community and the University of Melbourne, MBS give students the knowledge and experience they need to make a lasting impact in the workplace – and on the world at large.

The joint activities of FB&E and MBS are governed by a collaboration agreement and supported by a joint mission and vision. A joint strategic review of the collaboration in 2018 led to the development of the Joint Strategic Plan (JSP) 2019-2025, which identifies areas for strategic collaboration in graduate and continuing education, and partnership with industry.

Our joint vision for the joint strategy is that by 2025 we will be:

- among the top-ranked providers of graduate business and economics education in the Asia-Pacific region;
- the first choice of students and clients seeking degree and non-degree educational experiences in our region; and
- esteemed globally as a leading supplier of engaged and impactful business and economics research.

Since 2015, FB&E and MBS have been jointly accredited by both AACSB and EQUIS. These accreditations benchmark performance against international standards across several domains, including governance, programs and curriculum; students, faculty and teaching; academic research; internationalisation; ERS, societal impact, and engagement with the world of practice. In March 2021, FB&E and MBS were jointly (re)accredited with both EQUIS and AACSB for a further five years.

Further information about the Faculty of Business & Economics & Melbourne Business School is included in Attachment 1.

Further information about The University of Melbourne, the University's strategic direction (Advancing Melbourne), and Governance are provided in Attachment 2.

#### **4. Director Role Purpose**

The Director will provide leadership and foster excellence in engagement within the Institute for the Future of Business, FB&E, MBS and the wider business community. The Director will be closely engaged with businesses to build strong partnerships with the private and public sectors as well as not-for-profit sectors.

The Director will be expected to build the Institute's domestic and international reputation based on the quality and relevance of its strategic partnerships with business, government, the community and not-for-profit sectors.

An Advisory Board provides advice to the Director on the Institute's strategy and offers support in approaching prospective partners. External members of the Advisory Board are drawn from people engaged in business, public service and academic research.

#### **5. Key Responsibilities**

The role of Director involves the following general responsibilities:

##### *The Role of Director – General Responsibilities:*

- develop and deploy the strategic direction of the Institute and ensure that it is supported with strong governance;
- discover and establish new partnerships;
- guide and enable established partnerships in the Institute;
- oversee and guide the activities within each partnership;
- develop and nurture high-performing staff and manage workforce-related matters in the Institute;
- encourage academics to foster relationships and participate in the activities of the Institute;
- manage the Institute's finances and infrastructure through effective planning and budgeting, successful fund-raising from external sources and expenditure control;

- Ensure that legal and policy requirements arising from the partnerships are resolved, in compliance with relevant legislative requirements and University policies;
- exercise a proper duty of care for staff, students and visitors to the Institute;
- ensure compliance with legislative and University EH&S requirements by implementing regular reviews of EH&S procedures, including safety systems, risk management, reporting of incidents, emergency procedures, EH&S responsibility delegations and consultative committees.

### Leadership

The Director is the key member of the leadership team of the Institute for the Future of Business. Specific duties include:

- establishing the strategic direction of the Institute in consultation with stakeholders, as appropriate;
- making a distinguished personal contribution to the success of the Institute;
- discovering and establishing new partnerships as well nurturing established partnerships;
- responsibility for the overall workforce and financial performance of the Institute.

### Engagement

- Encouraging the pursuit of excellence in academic-to-business engagement;
- Seeking new opportunities for enhancing the domestic and international standing of the Institute;
- Promoting cross-discipline collaboration by liaising with academics from across the University's disciplines and business partners;
- Developing a high-performance and value-driven culture of active engagement between the University and business.

### Governance

- The development and maintenance of the strategic and planning functions of the Institute whilst also ensuring integration with the broader FB&E and MBS strategic direction and planning via the Steering Committee ["GEEC"];
- The allocation of roles and responsibilities across the Institute to ensure the effective and efficient performance of its functions;

- The promulgation and implementation of University and regulatory policies within the Institute.

#### Management for Performance

- Fostering the development of staff (including induction of new staff and appropriate career development and guidance support for staff on probation) within the Institute;
- Ensuring the management of personnel issues within the Institute, including recruitment and selection of staff, annual staff performance assessment, and other relevant staff performance management issues (including advice on promotion and probation matters) and staff grievances;
- The establishment of mechanisms to ensure that duty of care (eg in relation to fieldwork) workplace health and safety policies are observed;
- Ensuring ethical conduct within and by the Institute.

#### Resource Management

- The financial management of the Institute, including establishment of sustainable budgets and planning for equipment, other infrastructure expenditure, and monitoring of expenditure and revenue-raising against budget;
- Actively pursuing opportunities to increase revenue for the Institute;
- The management and maintenance of institutional space and infrastructure resources;
- Ensuring environmentally responsible work practice and staff and student training;
- Ensuring compliance with legislation, University policy and regulations and University financial management and reporting requirements;
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities.



## 6. Selection Criteria

The Selection Criteria for the Director are listed below:

### Essential:

- A PhD or equivalent in a business-related discipline;
- Demonstrated academic excellence and outstanding contribution to engaged research in the Faculty's business disciplines;
- Strong business connections, knowledge and expertise;
- A clear track record of sourcing external funding - identify funding opportunities, especially from business and government, and pursuing those opportunities;
- Demonstrated leadership and management skills appropriate to ensuring the success of a self-funded institute;
- Active involvement in business and/or public sector debate in the area of the Director's academic expertise;
- Exceptional interpersonal and communication skills;
- Ability to establish networks effectively with business, government and community organisations and internally within the University.

### Highly Desirable:

- Established reputation within the Australian business community;
- Experience working in a self-funded organisation.

### Other Job Related Information:

- Occasional work out of ordinary hours, travel, etc.

## 7. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set

out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

## 8. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## 9. To Apply for This Role

To apply, please submit a Cover Letter and your CV directly to the following email address **applications.australia@ngs-global.com** citing **Role J16029 Director – Institute for the Future of Business**. Your Cover Letter should be no more than two pages and should address the relevance of your background and experience to this specific role.

Should you require further information after reviewing this document, and after reviewing The University of Melbourne website <https://FBE.unimelb.edu.au/> and <https://mbs.edu/> please contact NGS Global's Managing Partner Dr Marianne Broadbent or Grant Nichol on +61 3 8626 0600 or 1300 138 863. Applications are requested within one week of receiving Information for Candidates document. Please address your application to Dr Marianne Broadbent, Managing Partner, NGS Global.

## **Attachment 1: Further Information - The Faculty of Business and Economics (FB&E) & Melbourne Business School (MBS)**

### Organisational Structure

FB&E is home to Melbourne Business School (MBS) and to six teaching and research departments:

- Accounting
- Business Administration
- Economics
- Finance
- Management and Marketing
- Melbourne Institute

FB&E also hosts The Williams Centre for Learning Advancement.

At MBS, academic staff possess expertise across all MBA disciplines, and have particular strengths in the following areas:

- Business Analytics
- Financial Markets and Economics
- Organisational Behaviour and HRM
- Strategy and Marketing

### FB&E also hosts a University-wide initiative:

- The Melbourne School of Professional and Continuing Education (MSPACE) which provides support to all Academic Divisions for their existing professional, continuing and executive education programs, and operates with a specific whole-of-institution mandate to significantly expand the University's professional, continuing and executive education offerings.

### Our Programs

There are about 10,000 students enrolled in undergraduate and graduate degrees within FB&E and a further 1300 students studying MBAs and Master of Business Analytics and up to 200 participants completing short courses at MBS annually.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. Graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

The MBA, Executive MBA and Master of Business Analytics at MBS were ranked best in Australia in 2021 and 2022.

### Our Graduates

Since FB&E was established it has produced over 60,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world. Further information about the Faculty is available at [www.FBE.unimelb.edu.au](http://www.FBE.unimelb.edu.au).

## **Attachment 2: The University, Advancing Melbourne, Governance**

### **The University of Melbourne**

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

### **Advancing Melbourne**

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial

sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

### **Governance**

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>.