



## POSITION DESCRIPTION

**Institute of Future of Business**  
Faculty of Business & Economics &  
Melbourne Business School Limited

### Director – Institute for the Future of Business

<b>POSITION NO</b>	0057311
<b>CLASSIFICATION</b>	Level D or Level E
<b>SALARY</b>	An attractive remuneration package is negotiable
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time (1.0 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed term contract type: Performance Based Contract
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
<b>HOW TO APPLY</b>	Please email <a href="mailto:applications.australia@ngs-global.com">applications.australia@ngs-global.com</a> , citing the Director, Institute for the Future of Business - J116029.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Professor Paul Kofman, Dean, Faculty of Business and Economics <a href="mailto:pkofman@unimelb.edu.au">pkofman@unimelb.edu.au</a>  Professor Ian Harper, Dean & Director, Melbourne Business School Limited  <a href="mailto:I.Harper@mbs.edu">I.Harper@mbs.edu</a>  <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](https://about.unimelb.edu.au/careers)

## ***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.

## ***Position Summary***

The Director will provide leadership and foster excellence in engagement within the Institute for the Future of Business, the Faculty of Business & Economics, Melbourne Business School Ltd 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.

### ***1. Key Responsibilities***

The role of Director involves the following 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.

## 1.1 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

## 1.2 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

## 1.3 GOVERNANCE

- ▶ The development and maintenance of the strategic and planning functions of the Institute whilst also ensuring integration with the broader Faculty of Business & Economics and Melbourne Business School Ltd 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

## 1.4 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

## 1.5 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

## ***2. Selection Criteria***

### **2.1 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

### **2.2 HIGHLY DESIRABLE**

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

### **2.3 OTHER JOB RELATED INFORMATION**

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

## ***3. 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.

## **4. 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.

## **5. Other Information**

### **5.1 INSTITUTE**

The Institute for the Future of Business (IFB) is a joint initiative between the Faculty of Business and Economics and Melbourne Business School Ltd, 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.

### **5.2 FACULTY & MBSL**

The Faculty of Business and Economics [FBE] 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 Ltd [MBSL] 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, MBSL 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 FBE and MBSL 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, FBE and MBSL 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, FBE and MBSL were jointly (re)accredited with both EQUIS and AACSB for a further five years.

#### ORGANISATIONAL STRUCTURE

FBE is home to Melbourne Business School (MBS) and to six teaching and research departments:

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

At MBSL, academic staff possess expertise across all MBA disciplines, and have strengths in the following areas.

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

FBE has the following student and academic support centres:

- ▶ The Williams Centre for Learning Advancement

FBE 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.

FBE is supported by its professional services teams:

- ▶ Strategy, Planning and Resources
- ▶ Academic Programs
- ▶ Student Experience and Experiential Learning
- ▶ Research and Industry Services
- ▶ Quality Office

### OUR PROGRAMS

There are about 10,000 students enrolled in undergraduate and graduate degrees within FBE and a further 1300 students studying MBAs and Master of Business Analytics and up to 200 participants completing short courses at MBSL 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 MBSL were ranked best in Australia in 2021 and 2022.

### OUR GRADUATES

Since FBE 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)

## 5.3 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>

## 5.4 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.

## 5.5 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>