



Faculty of Business
and Economics

**Department of Management
and Marketing**

Position Description for academic positions in the Department of Management and Marketing

November 2017



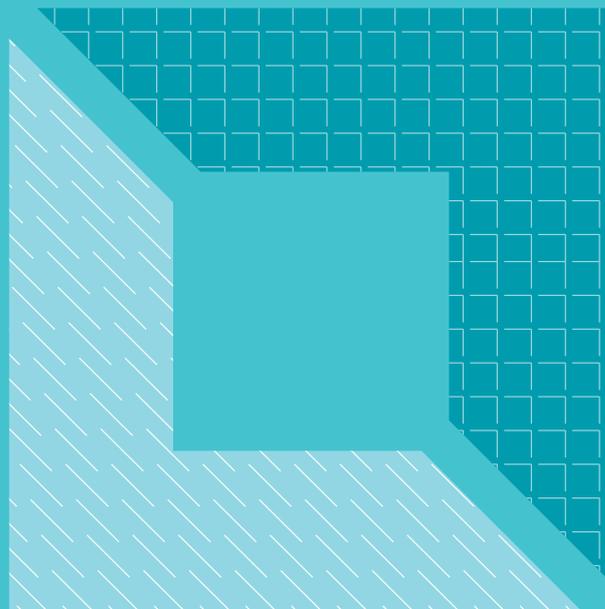
Key Application Information

Position No.	0039946
Classification	Levels B - E
Salary	An attractive remuneration package, commensurate with qualifications and experience, will be offered to the successful candidates
Superannuation	Employer contribution of 17%
Working Hours	Full-time
Basis of Employment	Continuing roles
Other Benefits	http://about.unimelb.edu.au/careers/working/benefits
How to Apply	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
Application due date	Applications will be considered over an extended period of time. Please see details on the University's careers website relating to these positions.
Contact For enquiries only	Professor Prakash Singh Head, Department of Management and Marketing Tel +61 3 8344 8482 Email hod-mgmt-mktg@unimelb.edu.au <i>Please do not send your application to this contact</i>

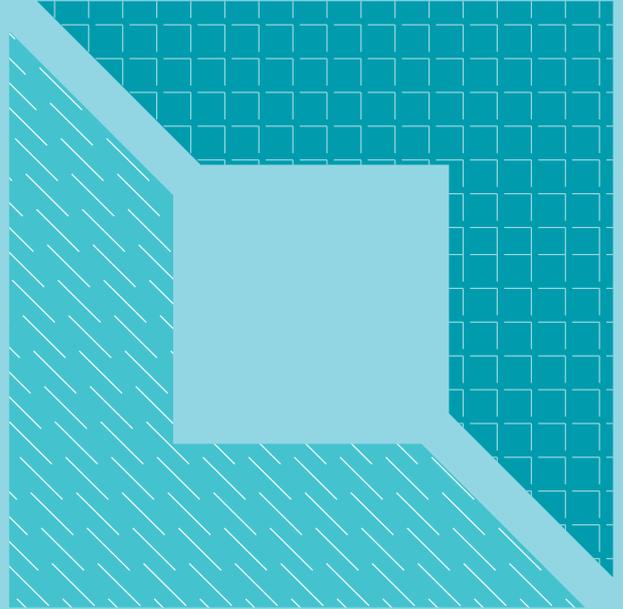


For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers

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Introduction

The Department of Management and Marketing is a vibrant, diverse and successful department and part of Australia's No. 1 University. The Department is currently growing and is seeking to make a number of academic appointments at different levels in key areas. Appointees will be strong research-focused scholars who are international in their outlook and interested in contributing to a supportive academic community.

Appointees will support the Department's strategic objectives by engaging in research and publishing in elite international journals and other esteemed scholarly

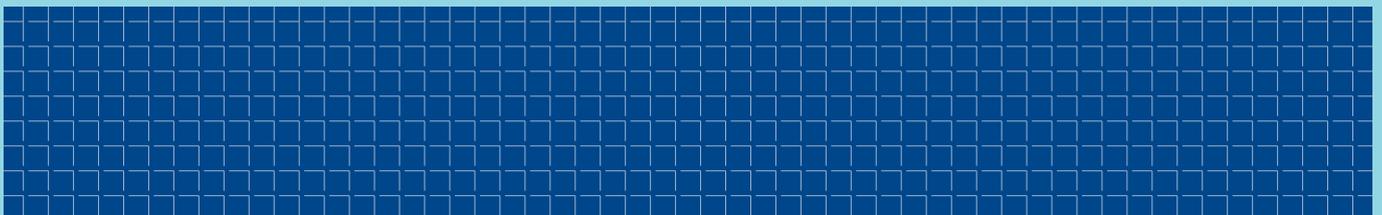
outlets. Research that focuses on the University of Melbourne's 'Growing Esteem' strategy (as described on page 12) will be highly valued. The appointees will also support the Department's strategic objectives by teaching and developing high quality undergraduate, graduate and executive education programs. It is expected that appointees will make a contribution to the collegial and intellectual life of the Department and their intellectual discipline.

Multiple roles are available across different levels. This document outlines the key responsibilities and selection criteria applicable to all roles. Positions at levels E and D (Professor/Associate Professor) are described from page 5. Positions at levels C and B (Senior Lecturer/Lecturer) are described from page 7.



Professor Prakash Singh

Head of the Department of Management and Marketing



Professor/Associate Professor (Level E/D)

Position Summary

Professor/Associate Professor positions are available in the following areas:

- Leadership
- Entrepreneurship
- Marketing
- Strategy/International Business
- International HRM

Professorial candidates should read the Leadership Roles of Melbourne Professors (see Appendix).

Key Responsibilities

Research

- Undertake influential research in relevant discipline/field of study
- Publish in relevant elite refereed journals, high quality books, monographs and reports
- Provide academic leadership in research activities undertaken by other colleagues who are interested in the same or similar area of study
- Successfully apply for external funding and competitive grants
- Periodically present research in public forums
- Meet the Department's research and publication expectations of a Professor, in terms of quality and quantity of output
- Meet the University of Melbourne's research expectations of a Professor (see Appendix)

Teaching

- Actively promote an environment of continual innovation in learning and teaching, including the use of technologies and contemporary and relevant pedagogical approaches in program delivery
- Prepare and deliver lectures, seminars and tutorials, including the initiation and development of subject material, particularly in the PhD program
- Undertake administrative tasks associated with the subjects taught, including marking, assessment, and management of tutors

- Teach and interact with students from different cultural backgrounds
- Supervise Masters and/or PhD students
- Meet the University of Melbourne's teaching expectations of a Professor (see Appendix)

Service to University and Profession

- Contribute to the profession and community, through activities such as advice to government, business and community organisations
- Contribute to the collegial and intellectual life of the Department and University, through forums and events
- Provide service to the University, Faculty and Department through meetings and committee work, including membership of the Academic Board and its sub-committees
- Promote the University and the discipline by participating in appropriate local, national and international organisations and associations
- Participate in functions promoting the University, such as Open Day, graduation ceremonies, seminars, and student recruitment events



Selection Criteria

Essential

- A PhD in Leadership, Entrepreneurship, Marketing, Strategy/International Business or International HRM
- Distinguished international academic reputation and an outstanding research record in a relevant field relating to Leadership; Entrepreneurship; Marketing; Strategy/International Business or International HRM
- Demonstrated leadership and management skills with the ability to lead research and/or engagement in a relevant field, supervise research fellows and professional staff, and work collaboratively with a large group of academic and practitioner stakeholders
- Ability to develop and establish strong links and networks with professional groups, other University departments, or external stakeholders, including business (both Australian and international) and government interested in relevant areas
- A record of planning and teaching subjects in the relevant field in undergraduate, graduate, executive education and non-award executive training programs

- A strong track record of obtaining external funds from competitive grants and other sources, to support advanced research
- A track record of engagement with business, government, and/or the not-for-profit sector for the purposes of consulting, executive education, research and research translation
- An ability to work collaboratively and collegially, in an academic department that is diverse with respect to research area, methodology, cultural background, gender, and other dimensions, through an accessible, visible and approachable style and where relevant, provide high quality academic leadership through supporting and mentoring academic colleagues
- The ability to enhance the University's engagement with the broader community through high-quality teaching, research, and knowledge transfer
- Demonstrated experience and skills to play a role as a leading public voice in relevant field

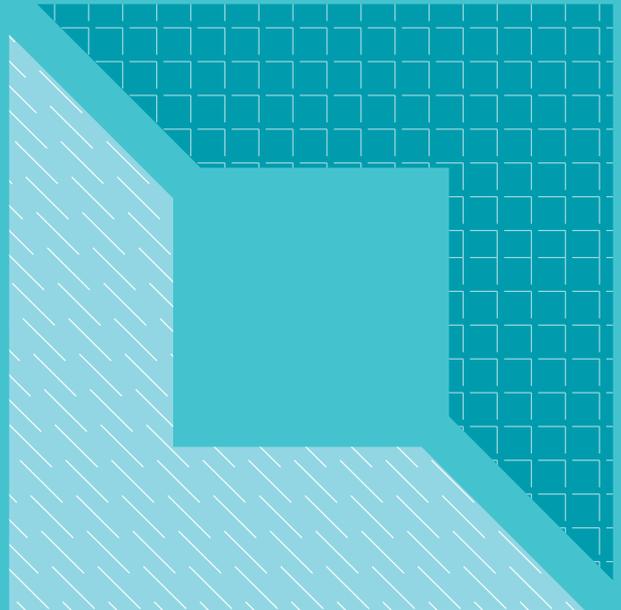
Desirable

- Experience with blended and on-line pedagogical principles
- Leadership and service to domestic and international professional and scholarly associations, centres, journals, and/or institutes

Special Requirements

- Flexible work hours, including after regular business hours, will be required due to teaching timetables and participation in University and industry functions and events
- Due to the nature of the position, overseas travel may be required
- Professors/Associate Professors are expected to exercise a special responsibility in providing leadership and in fostering excellence in research, teaching, professional activities and policy development in the academic discipline within the department, within the University and within the wider community. All Professors are members of the Academic Board, and are encouraged to participate in its activities. (The Academic Board is responsible to University Council for the supervision and development of all academic activities of the University, and communication with the University through Faculties and Departments.)

Senior Lecturer/ Lecturer (Level C/B)



Position Summary

Senior Lecturer/Lecturer level positions are available in the areas of:

- Leadership
- Marketing
- Entrepreneurship
- Human Resource Management
- International Business
- Operations and Supply Chain Management
- Organisational Studies
- Strategic Management

Key Responsibilities

Research

- Engage in research leading to publication in premier international journals and other scholarly outlets
- Publish in top tier refereed journals in areas of focus for the Department and Faculty
- Actively attempt to secure external and internal research funding, through competitive processes
- Act as effective member of a research team

Teaching

- Prepare, deliver and coordinate lectures, tutorials and seminars
- Develop curriculum and teaching materials, including the use of e-learning and multi-media platforms
- Develop subject materials
- Consult with students
- Assess, process and finalise student results
- Administer tasks associated with the subjects taught, including management of tutors
- Supervise Masters and/or PhD students
- Teach and interact with students from different cultural backgrounds

Service to University and Profession

- Contribute to the profession and community, through activities such as advice to government, business and community organisations
- Contribute to the collegial and intellectual life of the Department and University, through forums and events
- Provide service to the University, Faculty and Department through contributions to meetings and committee work
- Promote the University and the discipline by participating in appropriate local, national and international organisations and associations
- Participate in functions promoting the University, such as Open Day, graduation ceremonies, seminars, and student recruitment events



Professor Julie Ozanne



Selection Criteria

Essential

- A PhD in Leadership, Marketing, Entrepreneurship, Human Resource Management, International Business, Operations and Supply Chain Management, Organisational Studies or Strategic Management
- A demonstrated ability to teach effectively at undergraduate and postgraduate levels
- A strong record of research that has been published in high quality research outlets such as journals, books, and peer reviewed conference proceedings or a demonstrated ability to undertake research that has been published in high quality research outlets

- A demonstrated capacity to provide high quality training and supervision for postgraduate research students
- An ability to work collaboratively and collegially, within an academic department that is diverse with respect to research area, methodology, cultural background, gender, and other dimensions

Desirable

- Experience with blended and on-line pedagogical principles
- A demonstrated ability to secure competitive internal research funding or capacity to secure competitive internal research funding
- An ability to foster strong links with the Australian and international business communities

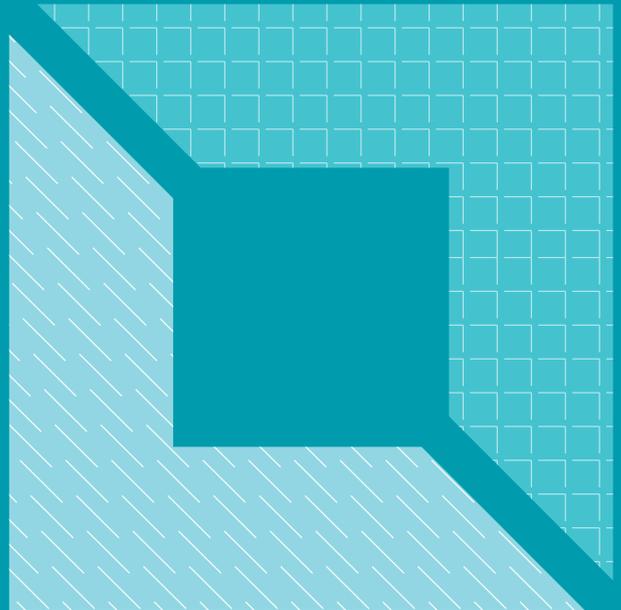
Special Requirements

- Flexible work hours, including after regular business hours, will be required due to teaching timetables and participation in University and industry functions and events
- Due to the nature of the position, overseas travel may be required



Professor Liliana Bove

Working at the University of Melbourne



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 an inclusive, safe, respectful and rewarding environment. This commitment is set out in the University's People Strategy 2015-2020 and policies that address 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, and because diversity and inclusion hold intrinsic value in our society. 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 Growing Esteem.



➤ Professor Bill Harley

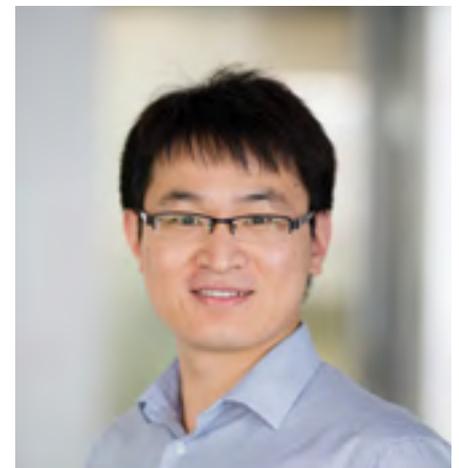
Occupational Health and Safety (OHS)

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:

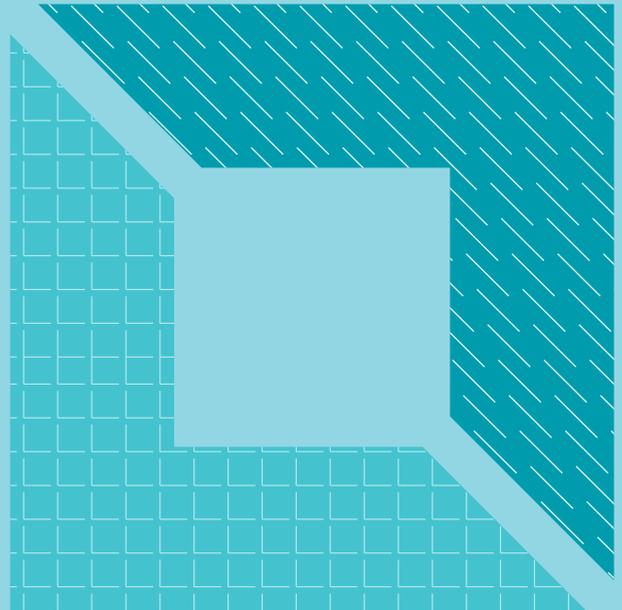
safety.unimelb.edu.au/people/community/responsibilities-of-personnel

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



➤ Dr Lusheng Shao

Organisational Information & Strategy



Department of Management and Marketing

The Department of Management and Marketing has more than 70 academic staff and 30 PhD students, all supported by 8 full-time equivalent professional staff members. Currently, the Department has over 25,000 student enrolments in 145 subjects.

The Department is nominally organised in five clusters: Human Resource Management, International Business/Strategy, Marketing, Operations Management, and Organisation Studies. It also covers Leadership and Entrepreneurship as cross-disciplinary areas.

The Department's research objective is to produce high-quality research which is published in elite international journals. There is a strong emphasis on encouraging a strong research culture, promoting collaboration and providing a friendly and supportive environment. The strength of the Department's research culture was recently recognised by the Australian Government's 2015 "Excellence in Research for Australia" evaluation, where it received the highest possible ranking of 5 ("Well above world standard") for both "Business and Management" and "Marketing" discipline areas (see era2015.arc.gov.au/s5-1_era-2015-institution-report.html#sec-5-15).

The Department incorporates the Centre for Workplace Leadership (CWL). CWL was initially set up through a Federal Government grant, to develop leadership capabilities of managers within Australian organisations. It has now been integrated into the Department of

Management and Marketing, and has become an important research and engagement arm of the Department. The Centre continues to be dedicated to leadership research, improving the quality of leadership in Australian workplaces and developing Australia's future leaders. CWL will collaborate with the Department to deliver executive education programs, including its own bespoke programs which are tailored towards leadership development in individual organisations.

In addition to CWL, the Department hosts a number of other research centres and units. These include:

- Centre for Asian Business and Economics (CABE)
- Asia Pacific Social Impact Centre (APSIC)
- International Centre for Research on Organizational Discourse, Strategy & Change (ICRODSC)
- Melbourne International Business Research Unit (MIBRU)
- Melbourne Human Resource Management Unit (MHRMU)

The Department places a high value on teaching quality. Its objective is to offer excellent teaching in both undergraduate and graduate programs. This is achieved by offering a set of subjects that meet the job ready requirements of employees, are up-to-date with developments in the disciplines of Management and Marketing, and are delivered using innovative methods of teaching. This includes pedagogies that support online, blended and flipped classes.

The Department's main teaching activities focus on the Bachelor of Commerce degree, the graduate programs offered in the Melbourne Business School and the Executive Education programs administered by the Faculty. The typical teaching load is 90 contact hours a year. Generous support is provided through appointment of teaching assistants and tutors.

The Faculty of Business and Economics, the Melbourne School of Engineering and Ormond College have come together to play a pivotal role in developing the University's entrepreneurial ecosystem. In addition to creating a new Master's degree in Entrepreneurship, the Department will be part of a strong network of start-up business, investors, professional group and wider business community.

The administrative unit is responsible for all aspects of the administration of the Department, including financial, human resources, and student issues. The Professional Staff are responsible for providing advice and services to staff, students, other University Departments and external organisations.

Information about the Department is available at: fbe.unimelb.edu.au/managementmarketing

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 about.unimelb.edu.au/careers.

Faculty of Business and Economics

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924.

It has developed an outstanding reputation, locally and internationally, for the quality of its teaching and research. The Faculty has an active advisory board of business leaders, government representatives and community leaders who contribute to the implementation of its vision.

Organisational Structure

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

- Accounting
- Business Administration
- Economics
- Finance
- Management and Marketing
- Melbourne Institute of Applied Economic and Social Research

The Faculty has the following student and academic support centres:

- Academic Support Office
- Student Employability and Enrichment
- Research Development Unit
- The Williams Centre for Learning Advancement

The Faculty is supported by the following Professional Services Units:

- Finance
- Human Resources (including OHS)
- Marketing and Communications
- Service Level and Facilities Management
- Quality Office

Our Programs

There are about 9,500 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all 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.

Our Graduates

Since the Faculty was established, it has produced over 53,000 graduates. Many of the alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at fbe.unimelb.edu.au.



▶ Professor Cynthia Hardy



▶ Dr Daejeong Cho

Growing Esteem, The Melbourne Curriculum and Research at Melbourne: Ensuring Excellence and Impact to 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. [about.unimelb.edu.au/strategy-and-leadership](https://www.unimelb.edu.au/strategy-and-leadership)

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. [research.unimelb.edu.au/our-research/research-at-melbourne](https://www.research.unimelb.edu.au/our-research/research-at-melbourne)

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

- Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.
- Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

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 [unimelb.edu.au/governance](https://www.unimelb.edu.au/governance)



➤ Dr Adi Gupta



➤ Associate Professor Jill Lei

Living in Melbourne

The University of Melbourne is a vibrant and dynamic workplace. The Parkville campus – located just 1.7km from the City of Melbourne – is the heart of the University, with music, exhibitions, sporting facilities, world-class libraries and excellent cafes all on site. With a rich and fascinating past, the Parkville campus has played an important part in the history of the City of Melbourne and the story of Victoria. The campus continues to play a central role in the cultural and educational lives of the surrounding community, including the nearby central business district of Melbourne, accessible by public transport or a short walk.



➤ Associate Professor
Andre Sammartino

Geography

Melbourne is the capital city of Victoria, and is the second largest city in Australia. Set around the shores of Port Phillip Bay, the city of Melbourne sits beside the Yarra River, around 5 kilometres from the Bay. Melbourne is home to 4.1 million people (approximately 73% of the Victoria population) from a wide range of cultural backgrounds. Melbourne's metropolitan areas cover more than 8000 square kilometres. The City of Melbourne covers the city centre and a number of inner-city suburbs.

Ranked the 'world's most liveable city' for six consecutive years, the City of Melbourne has a vibrant energy. Excellent restaurants, fashion boutiques, cafe-filled laneways, cool bars, unbeatable galleries, spacious parks and village-like inner suburbs form a cosmopolitan urban landscape, each with its own special character. Modern, cutting-edge designs add to the fascinating mix of heritage architecture and ensure the skyline is constantly changing. Melbourne is Australia's events capital and the city's atmosphere is even livelier when the likes of the Australian Rules Football (AFL), Australian Open Tennis Championships or the Melbourne Cup Carnival are in action. Cultural events such as the Melbourne International Comedy Festival and the Melbourne International Film Festival also feature in the city's busy events calendar. Melbourne has a good public transport system that is reliable and easy to navigate. Trams, buses and trains operate throughout the city and its suburbs.

People

The University of Melbourne attracts people who are the best in their fields to teach and work on its campuses. Among the many scholars of international renown at Melbourne are winners of the Nobel Prize – Professor Peter Doherty (Physiology and Medicine) and visiting eminent scholar Professor Sir James Mirrlees (Economic Science). Other distinguished scholars of high international repute include Professor Peter Singer who is a Laureate Professor in the Faculty of Arts; and Fellows of the Royal Society, Professors David Solomon and David Boger. The University has a great track record for its scholars being recognised for their achievements at the highest level and for gaining research funds. In 2009, 25 outstanding early and mid-career researchers at the University of Melbourne were awarded inaugural ARC Future Fellowships. The University received the highest number of Fellowships and the highest funding of any Australian university – \$18.2 million. The success of our researchers in winning Future Fellowships highlights the University's ongoing commitment to the professional development of early and mid-career research staff. The research they are doing will have real and strong benefits for the broader community and the world.

Appendix – Melbourne Professors

The Leadership Roles of Melbourne Professors

The rank of University of Melbourne professor brings with it expectations of distinguished leadership within and beyond the University.

As the roles and activities of Melbourne professors are highly diverse, their leadership contributions are made in a variety of ways. This document frames the leadership expectations for professors and highlights the differing domains in which they may exercise influence for the betterment of the University and society.

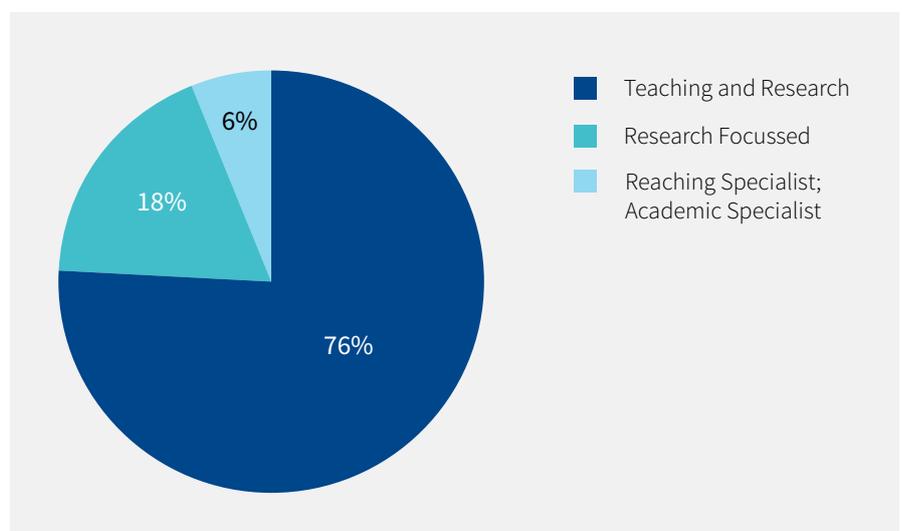
Professors who, upon retirement or resignation, have provided distinguished and sustained service to the University through scholarship, intellectual and institutional leadership and have created an enduring legacy may be recognised with an appointment as Professor Emeritus.

The University of Melbourne has a large and diverse professorial community. The University has some 700 salaried professors (of which 30% are women and 70% men), constituting approximately 16% of the overall salaried academic staff.

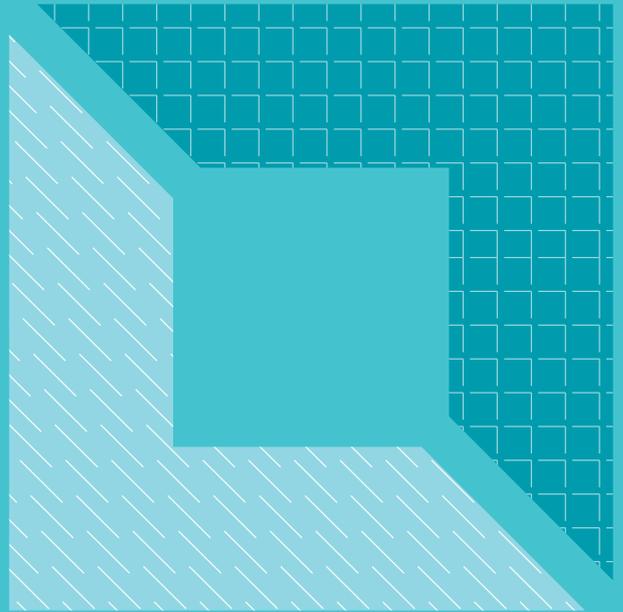
In addition, over 1000 honorary professors collectively make an extraordinary contribution to the University’s research, teaching and engagement across faculties and graduate schools, affiliated hospitals and research institutes.

Regardless of the specific nature of their appointments and roles, all Melbourne professors are expected to be ambassadors for the University who advance the capacity and standing of the institution. This can be achieved in a number of ways.

For many professors, their leadership contributions are research-focused; for others, it may be through teaching, learning or engagement; for many, it is a combination of these. The leadership of professors is of course essential to achieving international excellence for the University. Melbourne professors have global and national prominence as intellectual leaders in their fields. It is expected that professors will work within and beyond established boundaries and discipline norms to produce research and teaching of the highest standard.



University of Melbourne salaried professors (2016)



Melbourne professors also make distinguished contributions to shaping and advancing undergraduate and graduate teaching in their department and faculty, as well as the wider University. As inspirational teachers, professors serve as role models and mentors to students and academic staff and lead the achievement of world-class graduate attributes and educational outcomes for Melbourne's students.

The Melbourne professoriate includes professors who are prominent and critically-engaged public intellectuals who make authoritative contributions to government, industry, business and communities that improve society, creating an institutional environment that values and harmonises academic quality alongside societal impact and influence. Melbourne's Enterprise Professors make particular contributions that build the University's engagement with industry, business and government.

Professors of the University of Melbourne may make formal leadership contributions, such as through designated management and governance roles at faculty and University-wide level. Less formally, all professors are expected to be exemplary leaders of both academic and professional staff. They should actively develop others and actively contribute to the life of the University.

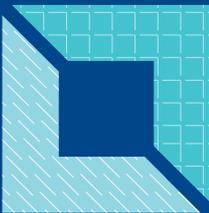
Professors are also expected to uphold and symbolise the highest levels of ethical practice and academic and professional integrity and to serve as role models in their relationships with students, professional staff and academics at all levels.

Examples of professorial leadership include:

- Professors may help early career academics and the University's students to forge influential research careers of their own. Actively nurturing and developing the research skills of other researchers, professors lead collaborative research teams, secure research grants that build institutional capacity and create opportunities for younger staff to meet and work alongside senior colleagues.
- Professors may make important contributions to education policy and practice through influential scholarship on teaching, learning, curriculum and assessment. Providers of expert educational advice to government and peak bodies, many professors influence national and international educational thinking and policy. At the University, Professors may build the nexus between teaching and research, establish curricula and teaching that is engaged with industry, business and communities, create work-integrated learning opportunities and introduce educational innovation.
- Beyond the University, many professors lead national and international academic, professional and community organisations and make intellectual contributions of significant value to public discourse, culture and institutions. The University strives to be one of the finest in the world in its engagement with society and commitment to public value, and professors may lead and serve on expert committees, participate in national and international reviews and lead community engagement and development programs.



THE UNIVERSITY OF
MELBOURNE



Faculty of Business
and Economics
**Department of Management
and Marketing**

**Position Description for academic
positions in the Department of
Management and Marketing**