



POSITION DESCRIPTION

Victorian College of the Arts
Faculty of Fine Arts and Music

Director, Victorian College of the Arts

POSITION NO	0044135
CLASSIFICATION	Professor (Level E)
SALARY	An attractive remuneration package will be negotiated.
EMPLOYMENT TYPE	<p>The Directorship is available for a period of five years in the first instance with the possibility of renewal for a further term of up to five years. An external appointee will simultaneously be offered an appropriate continuing appointment in their discipline and will retain that position on conclusion of the Directorship.</p> <p>An internal appointee will resume their substantive role on conclusion of the Directorship.</p>
WORKING HOURS	Full time (1 FTE)
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	PLEASE DO NOT apply via the University website. Application should be submitted to The Insight Group, Executive Search Consultants. Cover letter, CV and a document addressing the selection criteria should be emailed to applications@insightgroup.com.au
CONTACT FOR ENQUIRIES ONLY	<p>Dr Rohan Carr Email rohancarr@insightgroup.com.au</p> <p>Ms Emily Witts Email emilywitts@insightgroup.com.au</p> <p>Ph: +61 3 96543288</p> <p><i>Please do not send your application to this contact</i></p>

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

Position Summary

The Faculty of Fine Arts and Music seeks to appoint a distinguished academic and leader as Director, Victorian College of the Arts (VCA). The successful applicant will have a strong research and teaching record and a proven track record in leadership in one of the VCA disciplines.

The Dean, Directors and Faculty Executive Director constitute the senior leadership team of the Faculty of Fine Arts and Music. The successful applicant will provide leadership to the VCA as well as assist with the management of the Faculty. Under the direction of the Dean and within the general outlines of the Faculty's Strategy, Business Plan and Budget, the Director has the overall academic leadership, financial and management oversight of the VCA.

The Director is responsible for the strategic and operational leadership for the VCA. Under the Melbourne Operating Model, the role achieves its objectives through effective collaboration with all the key stakeholders across the Faculty, Faculty Services teams and the University Services (US) teams. The role will develop the operational and strategic plans for the VCA and will be supported by both Faculty Services teams and University Services as appropriate.

The Director will supervise the Heads of Discipline and take responsibility for performance development of all academic staff, including developing the leadership capabilities of senior members of the VCA. Of critical importance to success, will be the ability of the Director to work closely with different discipline groups and programs across the key areas of teaching and learning, research, engagement, partnerships, commercial and alumni development. This position will also be expected to accelerate the VCA's collaborative activities with colleagues across the University, the Arts Precinct and national and international domains.

Within these core academic, financial and management responsibilities, the Director will continue to contribute to research and scholarship in their own discipline.

1. Key Responsibilities

1.1 ACADEMIC LEADERSHIP

- ▶ Leading the pursuit of excellence in teaching and learning, research, and engagement
- ▶ Capitalise on the consolidation of the Faculty on the Southbank Campus and the significant investment development in infrastructure, staffing and curriculum over the past decade.
- ▶ Creating new opportunities for enhancing the international standing of the VCA, Faculty and University
- ▶ Establishing collaboration with other programs across the Faculty and University
- ▶ Maintaining personal academic standing
- ▶ Promoting the Faculty and VCA in the external community and building strong relationships and partnerships
- ▶ Representing the interests and needs of the VCA within the University through active engagement with Academic Board, Faculty and other University groups and committees
- ▶ The pursuit of excellence and innovation in teaching and learning across the VCA disciplines.

1.2 GOVERNANCE

- ▶ Establishment and maintenance of effective departmental organisational and committee structure within the Faculty's governance structure and guidelines
- ▶ Development and maintenance of the strategic and academic planning functions of the VCA including the setting of goals and targets and the initiation and revision of curriculum offerings to ensure both curriculum quality and resourcing sustainability.
- ▶ Implementation of quality assurance processes particularly in relation to teaching, research and the supervision of students
- ▶ Manage workload and allocation of duties to ensure the effective and efficient performance of the VCA's teaching, research and service functions
- ▶ Promulgation and implementation of University policies within the VCA
- ▶ Ensure that University, Faculty and VCA expectations are clearly communicated and pursued.

1.3 STAFF GUIDANCE AND MANAGEMENT FOR PERFORMANCE

- ▶ Maintaining and fostering a collegial atmosphere and encouraging effective and dynamic working relationships among Faculty staff, including the alignment of academic and non-academic teams
- ▶ Supporting the development of staff, including the induction of new staff, appropriate career development and guidance support for staff within confirmation / probation
- ▶ Ensuring the effective management of human resources issues within the VCA, including the recruitment and selection of staff, performance reviews and development, and other relevant staff performance management issues (e.g. advice on promotion and probation matters) and staff grievances
- ▶ Establishment of mechanisms to ensure that duty of care workplace health and safety policies are observed
- ▶ Ensuring compliance with University policies and procedures

1.4 RESOURCE MANAGEMENT

- ▶ Financial management of the VCA, including establishing strategically aligned and sustainable targets, budgets and expenditure plans across operational, project and trust accounts, monitoring of expenditure against allocations and outcomes.
- ▶ Planning and management of the VCA's workforce profile to optimise long term financial sustainability, diversity, development and succession, and alignment to areas of strategic focus and development.
- ▶ Optimising the allocation and usage of physical resources, including planning and monitoring of teaching/research space allocation equipment and infrastructure requirements/expenditure.
- ▶ Actively pursuing opportunities to improve the financial performance of the VCA, ensuring any resource investment made is in areas of strategic priority and/or offers high return on investment.
- ▶ Ensuring environmentally responsible work practice and staff and student training
- ▶ Ensuring compliance with legislation, University policy and regulation and University financial management and reporting requirements

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A strong commitment to the importance of teaching at all levels and to innovation in curriculum design and teaching methods, together with a distinguished personal contribution to teaching
- ▶ International recognition and outstanding achievement in scholarship and research in a particular field of knowledge, with a demonstrated breadth of interests and sympathy for other research interests represented within the VCA
- ▶ Vision and enthusiasm, demonstrated ability to provide leadership in fostering excellence in scholarship, in promoting research and research policy and in encouraging and developing research training
- ▶ Evidence of capacity to successfully develop and implement strategies/initiatives in support of Faculty priorities and targets, particularly in relation to undergraduate and graduate programs and research and research training (e.g. revenue strategies)
- ▶ Excellent management skills, including a sound knowledge of budgeting and business planning, workforce planning and student load planning and the capacity to use these skills to successfully align resources with the strategic goals of the VCA and Faculty
- ▶ Evidence of successfully promoting and representing a discipline, department or Faculty within the University and externally
- ▶ Leadership experience in engagement and partnerships, particularly those related to the VCA's research and teaching programs
- ▶ Experience and demonstrated achievements in curriculum reform and graduate outcomes
- ▶ Excellent management skills with the ability to lead staff to achieve successful outcomes
- ▶ Demonstrated capacity for active engagement with Faculty and the University in planning processes and initiatives
- ▶ Understanding of academic and other implications of talent-based entry and the nature of artistic practice

2.2 DESIRABLE

- ▶ Experience and expertise, including research track record, that will complement the existing teaching and research strengths of the VCA

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 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. 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.

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:

<http://safety.unimelb.edu.au/topics/responsibilities/>

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

5. Other Information

5.1 VICTORIAN COLLEGE OF THE ARTS

<http://vca.unimelb.edu.au/>

5.2 FACULTY OF FINE ARTS AND MUSIC

<https://finearts-music.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 <http://www.unimelb.edu.au/governance>