



POSITION DESCRIPTION

Research and Enterprise
Chancellery

Pro Vice-Chancellor (Research Systems and Performance)

POSITION NO	0021221
CLASSIFICATION	Executive
SALARY	Executive
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (0.5 FTE as PVC, 0.5 FTE as Professor in Faculty)
BASIS OF EMPLOYMENT	Fixed term for three years, commencing February 2025 or as otherwise agreed. Only current University of Melbourne Level E staff are eligible to apply.
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are required. Go to http://about.unimelb.edu.au/careers , select the option 'Jobs available to current staff', then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Deputy Vice-Chancellor (Research) Email dvc-research@unimelb.edu.au Note that while Mark Cassidy is on leave (to 5 October) enquiries will be directed to Justin Zobel, Acting Deputy Vice-Chancellor (Research)

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

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Pro Vice-Chancellor (Research Systems and Performance) (PVC RSP) supports the Deputy Vice-Chancellor Research (DVCR) in the achievement of the University's research strategic objectives as a contribution to implementing the Advancing Melbourne agenda. The PVC RSP works across the University to provide leadership and academic oversight to the initiation and maturation of University-wide roadmaps, projects and initiatives that enhance the quality and effectiveness of the University's enterprise systems in regard to the management and oversight of research. The PVC RSP also engages in university-wide monitoring and evaluation of research performance, including assessment of research excellence and impact as aligned to strategy.

The PVC RSP is a Professor of the University of Melbourne with an exemplary research track record, strong ambassadorial and networking skills, a record of successful leadership and management, and demonstrated capability to work collaboratively with all parts of the University in the best interests of the University. They are an active member of the Chancellery Research and Enterprise leadership team and work particularly closely with the PVC Research Capability on matters regarding assessment of research excellence and impact, and with the PVC Research Infrastructure on matters relating to planning of data and computational facilities.

Given the seniority and scope of the role, the PVC RSP must have a high-level understanding of national and global research contexts, detailed knowledge of the research capabilities and capacities of the University, and appropriate standing to be able to represent the University at a senior level in a wide array of contexts.

1. Key Responsibilities

- Provide oversight and planning of future directions for the enterprise systems that support the University's research business needs, including coordination of the effective use of relevant information technology, data and reporting resources
- Chair the Research Information and Business Systems (RIBS) Board and participate as a member of the Technology Steering Group in order to develop and guide the

implementation of strategy, policy and plans that support the University's research ambitions and that enhance research business systems including those that evaluate individual and aggregate performance.

- Lead the Research perspective in relevant governance activities in the Data, Reporting and Analytics domain, including being the Research Data Custodian – noting this covers business systems data on research activity, not data associated with the practices of research
- Advise the DVCR on capital planning and operational implications in support of investment in research business systems and services.
- Advise the DVCR on matters concerning research performance aligned with the University's approach to responsible use of research metrics, including national and international trends.
- Lead the University response to future assessment exercises such as the anticipated successors to Excellence in Research for Australia (ERA) and the Engagement and Impact (EI) Assessment. Coordinate the development and submission of University responses to Government and other external bodies' policies and discussion papers related to research performance analysis.
- Provide effective and collegial leadership within Chancellery Research and Enterprise (CRE), and hold strong collaborative relationships with relevant portfolios, especially Research Innovation and Commercialisation, Operational Performance Group, Student and Scholarly Services and Business Services
- Lead initiatives, as requested, to support the work of the Deputy Vice-Chancellor Research.
- Actively participate in selected University and external committees and working groups, and represent the University at relevant State and national forums
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 4
- Other tasks as agreed with the Deputy Vice-Chancellor Research.

2. Selection Criteria

2.1 ESSENTIAL

- Professor of the University of Melbourne with exceptional credibility as a world class researcher and scholar and extensive research leadership experience in a large and complex organisation.
- Prior experience in a leadership role within the University, including a track record of successful cooperative and collaborative working internally and externally to the University
- Deep appreciation of the complexities of planning and implementation of technological platforms associated with research business processes
- Appreciation of contemporary approaches to data and reporting
- A nuanced understanding of performance metrics in a research context, at the individual, group and institutional levels, with appreciation of approaches and principles concerning the responsible use of research metrics
- Ability to represent and advocate the University's interests effectively to external stakeholders and to convene multiple parties around key University research priorities

and global challenges, underpinned by strong knowledge of national and international research policy and funding environments.

- Exemplary personal qualities of integrity, energy, tenacity and sound judgement, evident commitment to the principles of diversity and inclusion, highly developed interpersonal skills and commercial nous, and a record of successfully leading academic and professional staff.

2.2 OTHER JOB RELATED INFORMATION

- Out of hours work as required.
- Interstate and overseas travel on University business as required.
- Ability to undertake senior roles in an acting capacity as required.

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 ORGANISATION UNIT

The Chancellery (Research and Enterprise) (CRE) portfolio within the Chancellery Division is led by the Deputy Vice-Chancellor (Research) (DVCR) and works in partnership with Faculties to achieve the University's research ambitions. The DVCR is the accountable officer for research at the University ensuring research is conducted to the highest ethical standards and with a commitment to excellence.

In line with the University's operating model, CRE leads work in the following key areas of activity under the *Advancing Melbourne* strategy:

- Research quality – Deliver the highest quality research across a broad range of disciplines
- Research capability – Attract, develop and retain quality researchers from around the world and nurture research careers (including graduate researchers)
- Research infrastructure – Provide access to a world class research environment
- Research collaboration – Develop beneficial collaborations and partnerships that bring together researchers with research partners
- Interdisciplinary research - Establish and support structures and processes that enable and foster interdisciplinary research
- Research Translation and Impact - Support researchers to translate and realise impact from their research.

5.2 BUDGET DIVISION

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- delivering strategic leadership
- allocating capital according to strategic priorities
- developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ensuring identity or brand is consistent with strategic intent and purpose, and
- overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

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>