



# DIRECTOR, MONASH UNIVERSITY PUBLISHING

<b>DEPARTMENT/UNIT</b>	Monash University Library
<b>FACULTY/DIVISION</b>	Provost and Senior Vice-President
<b>CLASSIFICATION</b>	HEW Level 10A
<b>DESIGNATED CAMPUS OR LOCATION</b>	Clayton campus

## ORGANISATIONAL CONTEXT

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There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at [www.monash.edu](http://www.monash.edu).

The Provost & Senior Vice-President is the Chief Academic Officer of the University and is responsible for: setting the university's academic strategy and priorities with a view to improving the education and research performance of the University; oversight of faculties, academic-related portfolios and University-wide centres and institutes; oversight of academic staffing including recruitment, development, reward and recognitions, policies and procedures; strategic leadership for the delivery of academic programs; and identifying and cultivating interdisciplinary areas of excellence and collaboration.

Monash University Library is one of Australia's leading academic libraries, with a long-standing reputation for comprehensive collections, technological innovation, and professional excellence. We strengthen the University by providing outstanding scholarly resources and study facilities and through leadership in research skills development, scholarly communication, and use of technology. For more on the work we do, please visit our [website](#).

Monash University Publishing (MUP) is the University's scholarly press, operating as a division within the Monash University Library. Through its publishing program, MUP delivers a high level of value to the University by publishing scholarly works of the highest quality, maximising the impact of published titles, representing the breadth and energy of Monash University research interests, promoting the free exchange of knowledge, and providing a body of publishing expertise within the University.

Located on the Clayton Campus, MUP currently publishes 20-25 scholarly book titles per year, primarily in the social sciences and humanities, with a particular focus on Australia and its near neighbours in Asia. Many of its publications have a significant connection with Monash University. MUP publishes both print and online and

supports Open Access publishing wherever possible. MUP titles have won a number of awards in recent years and attracted favourable reviews from a wide range of sources.

## POSITION PURPOSE

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The Director, Monash University Publishing (MUP) supports the University Librarian in driving and executing a strategic vision to advance and support MUP in line with Monash University's mission and strategic priorities as well as the scholarly publishing landscape of the twenty-first century.

This is a critical senior role within the Library with responsibility and oversight of all publishing, editorial, and production, marketing and business functions of the MUP. Working closely with internal and external key stakeholders and senior management, the incumbent will seek innovative ways of communicating to ensure that the press delivers maximum impact through its publishing program.

Key to the success of this position is the ability to devise and drive innovative methods of engagement that demonstrate the value of MUP's work which encourages continued investment. This pivotal position provides leadership to the team and delivery of high level and professional services and outputs which are tailored to meet the organisational priorities of Monash without compromising a high level of attention to detail and adherence to best practise. The positional also provides expert advice at both strategic and operational levels.

**Reporting Line:** The position reports to the University Librarian and operates within guidelines established by the Monash University Publishing Advisory Committee

**Supervisory Responsibilities:** This position provides direct supervision to four staff and a number of casual staff and contractors

**Financial Delegation:** The position has an authorised financial delegation of \$50,000

**Budgetary Responsibilities:** The position is responsible for managing a budget of approximately \$600,000

## KEY RESPONSIBILITIES

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1. Define, plan, and execute MUP's strategy, operational and publishing program, ensuring alignment with the University's academic and research strengths and priorities
2. Lead, manage and be accountable for the operating performance, infrastructure and financial management of MUP, including resource management and provision of commercial, financial and governance advice in accordance with strategic priorities, plans, contractual obligations and relevant legislation
3. Initiate, lead and develop a range of high-level relationships with an extensive network of colleagues and stakeholders, and use these to facilitate cooperation and deliver positive outcomes to advance the goals of the press
4. Strategically develop the MUP's external relations and advancement programmes and activities to optimise engagement with the press and its resources and enhance its funding base
5. Demonstrate an entrepreneurial vision, positioning the press to champion and support the University's commitment to creating and sharing knowledge
6. Evaluate and implement as appropriate innovative publishing models
7. Provide campus leadership on issues related to scholarly communication, including open access, analysis of publication impact, predatory publishing, etc
8. As a member of the Library's senior management team, partner with colleagues and the wider University community to align and integrate existing strategies, enhance performance and identify opportunities to drive MUP's and the Library's contribution
9. Lead and develop a highly-trained, motivated and efficient team, including planning and allocating staff resources, developing, coaching and mentoring employees and managing performance to deliver positive outcomes and continuous improvement

10. Lead and manage, with assistance from the University's centralised services, the business and human resources operations of the press to ensure effective and efficient outcomes
11. Exercise strong financial management and be accountable for delivering within budget targets
12. Identify and oversee the enhancement of operational, system, policy and procedural issues impacting on the performance quality and capacity of the press and lead a culture of innovation and evidence-based continuous improvement aligned with best practice
13. Other duties as directed from time to time

## **KEY SELECTION CRITERIA**

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### **Education/Qualifications**

1. The appointee will have:
  - A relevant post graduate qualification and with extensive high level executive management within publishing;
  - an equivalent combination of relevant expertise and education/training.

### **Knowledge and Skills**

2. Demonstrated knowledge of and experience working successfully in the contemporary scholarly publishing environment
3. Exceptional management and leadership skills with a proven ability to strategically manage and provide authoritative advice at the highest levels
4. Demonstrated business management skills relevant to publishing
5. Excellent advocacy and negotiation skills, and demonstrated success in establishing effective relationships with an extensive network of partners and stakeholders
6. Extensive project management skills and experience with the ability to clearly structure and deliver significant/high-profile initiatives, in a complex environment, on time and within budget
7. Demonstrated ability to lead, motivate and develop a team of professionals to deliver service excellence and continuous improvement
8. Demonstrated high degree of judgement, coupled with the ability to produce compelling communication strategies, reports, and presentations to a diverse group of stakeholders
9. Demonstrated success in establishing effective relationships with an extensive network of partners and stakeholders, within and beyond an organisational unit
10. High level judgment coupled with proven experience in the development and implementation of strategic and business planning that aligns with corporate objectives
11. Superior understanding of communications and the ability to produce compelling communication strategies, reports and presentations for a diverse group of stakeholders
12. Strong financial management experience including managing budgets and preparation of reports

## **OTHER JOB RELATED INFORMATION**

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- The incumbent will be required to undertake work or attend meetings on other University campuses and sites, interstate and overseas
- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

## **GOVERNANCE**

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Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.