Dear colleague,

Thank you for your interest in this position.

Scientific research and discovery have been an integral part of the Science and Engineering story at Macquarie since our beginnings. Our researchers have participated in the world’s first ever attempt to synthesise complex life, turn Wi-Fi into a reality, discover dancing dwarf galaxies, and set the groundwork for the development of blue LED light – the future key ingredients in everything from your smartphone to the lights in your home.

Scientific discovery – be it during our studies or working in industry or at a university – comes from a deep understanding of the fundamentals as well as from being creative. We believe that the creativity, hard work and collaborations of all of our staff is the key to success in Science and Engineering at Macquarie University.

We are the Faculty for those not afraid to tackle the big issues. In a world more dependent on science and engineering than ever before, we stand at the forefront of change and innovation. The latest ERA ratings show that our research excellence is going from strength to strength and is above or well above world standard.

Our research strengths – from biological, environmental and earth sciences, physics, mathematics, computing and engineering to optical physics, environmental management and ecology – are addressing some of the most pressing global issues.

We are looking for a strategic and innovative Faculty General Manager to continue to lead this growing and successful Faculty. You will manage a significant budget and be responsible for an exciting growth phase including a substantial infrastructure programme, rapidly growing student numbers and outstanding research opportunities. You will manage a large diversity of research and teaching programs, encompassing the full breadth of both science and engineering. You will be responsible for effective and progressive management of a large, high-performing team which encompasses academic and student administration and technical services.

Reporting directly to myself and working as a member of the Faculty executive team, you will provide expert advice on the financial operation of the Faculty, resource planning, risk and change management, policy development and higher education market trends.

We offer you the opportunity to bring your outstanding commercial and innovative leadership skills to enable the Faculty and its staff to realise their full potential and deliver excellence across the full portfolio of professional and academic activity, maximising opportunities for successful collaboration and positioning the Faculty for a strong future.

We look forward to welcoming you.

Professor Barbara Messerle
EXECUTIVE DEAN
FACULTY OF SCIENCE AND ENGINEERING
MACQUARIE UNIVERSITY
Who we are looking for

Working as a key member of the Faculty executive team, you will provide expert advice to the Executive Dean and other key stakeholders on the financial operation of the Faculty, resource planning and management, risk management, infrastructure and facilities, policy development and higher education market trends.

LOCATION
Macquarie University
North Ryde, Sydney, Australia

REPORTS TO
Executive Dean, Science and Engineering

DIRECT REPORTS
• Operations Manager
• Faculty Technical Manager
• Building Services Manager
• Student Administration Manager
• IT Client Services Manager
• Systems Team Lead
• Outreach Manager, FIRST Robotics

INDIRECT REPORTS
• Department and School Managers
• Lab Managers
• Technical Team Leads

The following central support is embedded within the Faculty:
• Human Resources
• Finance
• Student Recruitment
• Marketing
• Corporate Engagement

KEY INTERNAL RELATIONSHIPS
• Vice-Chancellor
• Executive Group
• Heads of Office
• Heads of Department
• Associate Deans
• Faculty General Managers
What you will do

POSITION PURPOSE
To provide strategic leadership in the development and execution of infrastructure and operational plans to enable delivery of the Faculty's strategy and goals.

KEY ACCOUNTABILITIES
- Serve as a key member of the Faculty of Science and Engineering (FSE) Executive, participating in strategic planning, and advising on the development and continuous improvement in response to changes in the internal and external environment
- Establish operating and service delivery plans, aligned to FSE strategic goals and facilitate effective monitoring and evaluation of performance
- Develop and manage the Faculty budget
- Review and critically evaluate the Faculty’s financial performance to inform decisions about changes to infrastructure, resources or other central service support
- Ensure appropriate workforce planning and people management to enable relevant support including administration, technical, building, student and IT services
- In alignment with Group Marketing, lead the implementation of brand development and communications that promote and support the Faculty’s student recruitment and ongoing engagement, outreach, partnerships, research and business development
- Work effectively with the University’s Central IT, Finance, Property, Group Marketing, HR and Student Services to ensure high quality and efficient provision of service and solutions for the range of FSE operational needs
- Provide effective leadership by serving as a positive role model and coach, promoting a supportive culture based on the FSE values
- Build and manage productive collaborative relationships with key stakeholders in the University on behalf of the Faculty
- Contribute to the execution of Talent and Diversity strategies
- Contribute to the effective deployment of WHS strategies and plans

QUALIFICATIONS AND EXPERIENCE
Postgraduate qualification in a relevant area and/or extensive experience in a senior management role with involvement in the development and implementation of business strategy/plans at executive management level.
Candidates for the Faculty General Manager position in the Faculty of Science and Engineering must demonstrate:

- Experience and a deep understanding of key strategic issues and opportunities in the national and global higher education sector
- A strong track record as an effective leader who has built a sustained, cohesive and service orientated culture of high performing teams in a complex matrix structure environment
- Proven strategic planning experience, particularly in the development and execution of key projects that deliver explicit value to the business.
- Experience in overseeing large-scale infrastructure and change initiatives, ensuring effective utilisation of space and facilities needs are met in line with the Faculty’s teaching, research and WHS requirements
- Experience in assessing, mitigating and managing risks in a complex environment
- Superior interpersonal and communication skills, including the ability to influence internal and external stakeholders, with a successful track record of consultation, staff engagement and leading through change
- An extensive network within the business, corporate, higher education or health care sectors and demonstrated capacity to leverage networks in line with business interests
- A commitment to promoting and advancing principles of equity, inclusion and diversity in STEMM workplaces
- Qualifications and / or extensive experience in financial management, business development or marketing within the higher education and/or public science sector (preferably including post-graduate qualifications in business administration or management)
Where you will work

RESEARCH AND TEACHING EXCELLENCE
The Faculty sustains a broad range of research and teaching activities at the highest national and international standing. We offer both undergraduate and postgraduate degree programs across a diverse range of disciplines. The Faculty is also home to a number of world-class research centres including Australian Astronomical Optics (AAO), Core to Crust Fluid Systems, Engineered Quantum Systems, Fruit Fly Biosecurity Innovation to name a few. The Faculty continues to grow links with industry by building partnerships with commercial, government, cultural and professional organisations.

Within the Faculty of Science and Engineering are the following schools and departments:
• School of Engineering
• Department of Mathematics and Statistics
• Department of Computing
• Department of Biological Sciences
• Department of Molecular Sciences
• Department of Chiropractic
• Department of Physics and Astronomy
• Department of Earth and Planetary Sciences
• Department of Environmental Sciences
• Australian Astronomical Optics (AAO)

Here you will find passionate staff and engaged students dedicated to the advancement of science and engineering in the 21st century. In 2018 the Faculty had 5,880 students (eftsl), twenty-six percent of our student cohort are international students.

The Faculty has approximately 655 staff, comprising 413 academic and 242 professional and technical staff and has a budget of approximately $83M. Our collaborative education and research partnerships extend not only across every Faculty at MQ but throughout the world.

In the Excellence in Research in Australia (ERA) 2018 rankings, our researchers in Biological Sciences, Physical Sciences, Environmental Sciences and Agricultural & Veterinary Sciences received the maximum ERA 5 rating, meaning their research is rated as well above world standard. Environmental Sciences and Physical Sciences have maintained the maximum ERA 5 rating since ERA 2010.
Our purpose, vision and values

At Macquarie, we’re not afraid to choose the less trodden path. We see life as an exhilarating source of possibilities to grow intellectually and professionally, unconstrained by traditions. We are ready to embrace new experiences and ideas. We believe that a leader is about being a team player and know that success in today’s world is all about collaborating with the right people on the right issues.

We are naturally curious and open to the most diverse intellectual perspectives. United by a sense of purpose, a single vision and one set of values, we actively engage in the complex issues that define the future of humanity.

**UNITED BY ONE PURPOSE**

We are a University of service and engagement:
- we serve and engage our students and staff through transformative learning and life experiences.
- we serve and engage our world through discovery, dissemination of knowledge and ideas, innovation and deep partnerships.
- our University is a place for staff and students to be nurtured, to grow, develop, learn and explore.
- we also encourage our people to break free – literally and metaphorically.

**SHARING ONE VISION**

We aspire to be:
- a destination of choice for students and staff who share our values.
- deeply connected with our stakeholders and partners and known for this globally.
- ranked among the highest performing research universities in Australia and, for key disciplines, to be recognised globally for our pre-eminence.
- known across Australia and beyond as custodians of a remarkable university campus that blends the vibrancy of a cosmopolitan university village with a natural Australian bushland setting.

**EMBODYING ONE SET OF VALUES**

We value:
- **Scholarship** – We believe learning, inquiry and discovery improve lives.
- **Integrity** – We conduct ourselves ethically, equitably and for mutual benefit.
- **Empowerment** – We make our community a source of strength and creativity.

Through our actions as students and staff, we live these values, and it is against them that we hold ourselves accountable.
Macquarie at a glance

5 QS Stars
in teaching, employability, research, internationalisation, facilities, innovation, inclusiveness and specialist criteria

Ranked in the top 1 per cent
of universities in the world

More than 30,000
work placements or community experiences through PACE (Professional and Community Engagement) partnerships

More than 10,000 degrees
awarded annually

More than 200
industry partners on campus or in the adjacent high-tech precinct, providing access to internship and job opportunities

Fully integrated health precinct
centred around our on-campus hospital

More than 184,000
alumni from over 140 countries

More than 44,000
students from over 120 countries

100 per cent
of research activity rated at world standard or above

More than 5 QS Stars
in teaching, employability, research, internationalisation, facilities, innovation, inclusiveness and specialist criteria

$1 billion
invested in infrastructure and facilities in recent years

More than 150
partner universities for student exchange in over 40 countries

More than 200
undergraduate and postgraduate degrees

Only university in Australia
with its own train station

15 kilometres
from the Sydney CBD

126 hectares
of parklands
How you can apply

For a confidential discussion of the role, a position description and the University’s expectations contact:
Roberta Palfreeman, HR Manager
T: +61 2 9850 9730
E: fse.hr@mq.edu.au

APPLICATIONS
Apply online at jobs.mq.edu.au
Closing date for applications: 5 May 2018

SUBMIT THE FOLLOWING INFORMATION IN YOUR APPLICATION:

FULL RESUME
Candidates are asked to set out in a resume their most recent and significant career appointments, including details of leadership, management and professional experience and contributions to professional associations, societies and community activities.

RESPONSE TO THE SELECTION CRITERIA
Respond to the selection criteria, providing examples of relevant experience and achievements.

CANDIDATE STATEMENT
In no more than one page, outline what you would bring to this role, your vision for the portfolio, and how you would go about implementing that vision.

PHOTOS: Chris Stacey and Joanne Stephan
CRICOS Provider 00000J