



Academic Director, Monash Intercultural Lab

Department/Unit	School of Languages, Literatures, Cultures and Linguistics
Faculty/Division	Faculty of Arts
Classification	Level D
Work location	Clayton campus
Date document created or updated	April 2018

Organisational Context

Monash is full of thinkers and doers who are looking for their next challenge. So if you've forged a rewarding career so far, this role provides the perfect platform to join us. You'll have access to quality research facilities, infrastructure and teaching spaces to do exciting work, along with opportunities to collaborate internationally. You'll be part of a university that's made up of inspirational, challenging thinkers and doers – and continue doing work that makes a lasting impact. Discover more at www.monash.edu.

Monash Arts is one of the largest, most diverse and dynamic arts faculties in Australia, with particular strengths in the humanities, performing arts, languages and social sciences. We encourage the development of innovative studies that operate at the intersection of traditional academic disciplines. The Faculty delivers programs via eight schools and across six campuses, both in Australia and offshore, with courses ranging from undergraduate diplomas and degrees through to postgraduate coursework and research degrees. Monash Arts is justly proud of the research capacity of its staff, who work at the cutting edge in their fields and carry this expertise and enthusiasm into their teaching. To learn more about Monash Arts, please visit our website: <http://future.arts.monash.edu/>

School of Languages, Literatures and Cultures and Linguistics

The advertised position is located in The Intercultural Lab within the School of Languages, Literatures, Cultures and Linguistics, one of the largest Schools in the Faculty of Arts. Its members conduct research in the disciplines of literary and cultural studies, linguistics and applied linguistics, history and the social sciences, as well as in several interdisciplinary fields. The School's Programs offer studies at undergraduate, honours and postgraduate levels. A variety of in-country programs and short courses are available to students. The School has a wide network of international connections, engages in international research projects, and is involved in collaborative teaching with partner universities abroad.

The Intercultural Lab

The Monash Intercultural Lab is responsible for the implementation of the University's Intercultural Competence Strategy that was approved by the Vice-Chancellor's Executive in 2016. The aim of the Intercultural Competence Strategy is to ensure that Monash students have the intercultural skills to thrive in globalised workplaces and communities. The Intercultural lab consists of 5 academic positions (including the director), supported by a professional staff member. Affiliate members will be drawn from across the university. The IC lab has oversight of a suite of programs for Monash staff and students as well as external organisations. Programs will include credit-bearing programs at the undergraduate and postgraduate level; co-curricular programs for students, online toolkits, CEED modules and professional training. These programs will be underpinned by educational research

undertaken by laboratory staff in the area of ICC skills development and assessment and the programs that are delivered will, in turn, inform research.

The implementation of the Intercultural Competence Strategy is managed by the Associate Dean Education and the Head of School, LLCL and involves key stakeholders from across Monash including Faculties, Campus Community Division, and Human Resources.

Position Purpose

A Level D academic is expected to make a significant contribution to all activities of the organisational unit or interdisciplinary area and play a significant role within their profession or discipline. Academics at this level may be appointed in recognition of distinction in their disciplinary area.

Reporting Line: Dual reporting line to the Head of School and the Associate Dean (Education)

Supervisory Responsibilities: 5 direct reports

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

Key responsibilities

1. Provide innovative and scholarly leadership in the field of intercultural communication, cultural literacy (applied and transdisciplinary) and intercultural mediation
2. Provide strategic leadership in the development, assessment and enhancement of intercultural communication and cultural literacy programs to be delivered to students, staff and external stakeholders
3. Develop and drive strategic direction of the IC Lab in order to deliver and achieve its KPIs
4. Lead and manage the IC Lab's academic and professional staff
5. Promote and publicise the IC Lab and its activities nationally and internationally
6. Maintain and foster key stakeholder relationships within the University, including appropriate committees, boards and networks within the Faculty and the broader University community
7. Prepare and deliver written reports relating to the performance of the IC Lab to the Faculty Executive Group, and/or Dean

Specific duties required of the Director include:

8. To articulate the vision of the Intercultural Lab
9. The establishment of a community of practice (affiliate members) from across the University
10. Managing a team of staff (academic and professional) to successfully implement the Strategy
11. Attract grants for the Lab's research and training activities
12. Oversee co-curricular programs across multiple areas
13. Prepare and deliver lectures and seminars
14. The design of 'on demand' training of staff, students and external stakeholders
15. Undertake high level administrative functions

Key Selection Criteria

Essential criteria

1. A doctoral qualification in intercultural communication, cultural literacy (applied and transdisciplinary) and intercultural mediation or a closely-related discipline
2. Evidence of scholarly activity of an international standard and a demonstrated ongoing high level commitment to research
3. Demonstrated ability to generate significant external research income

4. Proven capacity to provide professional leadership and advice to members of the wider community on matters relating to intercultural communication, cultural literacy (applied and transdisciplinary) and intercultural mediation
5. A demonstrated ability to work within inter-disciplinary teams and with external organisations
6. Proven experience in making a substantial contribution to administration, management and planning at the department level or higher
7. Proven commitment to high quality education, including evidence of leadership in teaching and innovation in unit and course design
8. High level of interpersonal and communication skills and a proven ability to establish good working relationships with colleagues
9. A demonstrated ability to work in a collegial manner with other staff in the workplace

Other Job-Related Information

- Travel (e.g. to other campuses of the University) may be required
- There may be peak periods of work during which the taking of leave may be restricted

Legal Compliance

Ensure you are aware of and adhere to legislation and university policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.