



## POSITION DESCRIPTION

Faculty of Arts  
University of Melbourne

### Dean of Arts

<b>POSITION NO</b>	0010843
<b>CLASSIFICATION</b>	Senior Executive
<b>SALARY</b>	Attractive remuneration package by negotiation Salary packaging options available
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time
<b>BASIS OF EMPLOYMENT</b>	The Deanship 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. The successful applicant will simultaneously be offered an appropriate continuing appointment in his or her discipline and will retain that position at the conclusion of the Deanship.
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	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 <a href="mailto:applications@insightgroup.com.au">applications@insightgroup.com.au</a>
<b>CONTACT FOR ENQUIRIES ONLY</b>	Dr Rohan Carr Tel +61 3 9654 3288 Email <a href="mailto:rohancarr@insightgroup.com.au">rohancarr@insightgroup.com.au</a>  <i>Please do not send your application to this contact</i>

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

## ***Faculty of Arts***

The Faculty of Arts at the University of Melbourne is widely recognised as Australia's premier Arts Faculty.

Arts at Melbourne is home to the University's first degree, the Bachelor of Arts. The Faculty brings together leading local and international scholars, and industry partners, across 40 disciplines of study in the humanities, social sciences and languages. Our academic staff are of international standing and committed to excellence in teaching and research. The Faculty currently hosts two ARC Centres of Excellence and a series of research centres, units and networks.

Our Bachelor of Arts is one of the most sought-after degrees in Australia, consistently attracting outstanding students from around the country, and internationally. Our teaching programs encourage critical inquiry, creativity, global perspectives and the questioning of ideas. In 2016, the Faculty opened Arts West – an award-winning building in the heart of the historic campus and a new home for the Bachelor of Arts. Arts West supports active and informal learning through object based learning laboratories and purpose-built teaching spaces which has transformed teaching and learning in the humanities and social sciences, setting a new benchmark in the Asia region.

Our Graduate School of Humanities and Social Sciences offers 19 professionally oriented Masters programs such as Arts and Cultural Management, Applied Linguistics, Global Media Communication, International Relations and Public Policy and Management. The Graduate School also houses our outstanding PhD program.

Over its 150-year history, the Faculty has produced leaders in a wide range of fields, including government, business, creative industries and media, community and not-for-profit organisations. The Faculty maintains strong strategic relationships with leading international universities through joint teaching collaborations, research projects and student exchange programs. Partnerships with government, not-for-profit and private organisations facilitate work integrated learning opportunities for our students and research collaboration with our researchers. The Faculty has an active and vibrant outreach program, promoting lifelong learning in the humanities, languages and social sciences.

Our community includes over 450 academic and professional staff, 10,000 students across undergraduate, graduate coursework and research higher degree programs, and a strong and active alumni population of over 70,000 worldwide. Total Faculty revenue is approximately AUD\$200 million per annum.

Alongside the Graduate School of Humanities and Social Sciences, and in addition to an across-Faculty program in Gender Studies, the Faculty consists of five interdisciplinary Schools:

- ▶ **Asia Institute** – the University's key centre for study in Asian languages and cultures, with programs including Arabic, Chinese, Indonesian and Japanese languages, alongside Asian, Islamic and Contemporary Chinese Studies.
- ▶ **School of Culture and Communication** – with programs in Art History, Arts and Cultural Management, Australian Indigenous Studies, Creative Writing, English and Theatre Studies, Media and Communications, Publishing and Editing, Journalism, and Screen and Cultural Studies.
- ▶ **School of Historical and Philosophical Studies** – with programs in History, History and Philosophy of Science, Philosophy, Conservation and Classics and Archaeology.

- ▶ **School of Languages and Linguistics** – with programs in French, German, Italian, Russian and Spanish languages, alongside European studies, Latin American studies and Linguistics, Applied Linguistics and English as a Second Language.
- ▶ **School of Social and Political Sciences** – with programs in Anthropology and Development Studies, Criminology, Political Science, and Sociology and Social Policy.

For more information on the Faculty please see [www.arts.unimelb.edu.au](http://www.arts.unimelb.edu.au)

## ***Position Summary***

The successful applicant will be a distinguished scholar with a proven record as a successful academic leader and manager. She or he must provide strong leadership and advocacy across the full range of the Faculty's disciplinary areas in the humanities, social sciences and languages. The Dean will be responsible for developing strategic and operational plans to lead the Faculty of Arts. The Dean is expected to have wide scholarly recognition in his or her field, both nationally and internationally.

The Dean will be responsible for the academic, research and resource management of the Faculty, and plays a major role in University leadership as a member of the University Executive. The appointment will be for a term of five years.

### ***1. Key Responsibilities***

- ▶ Providing vision and leadership in the strategic development of the Faculty and in the implementation of its initiatives
- ▶ Contributing to the leadership of the University through membership of the University Executive, through promoting the interests of the Faculty within the University, and through contributing to the on-going success of the University
- ▶ Leading a vibrant Faculty governance structure to support the strategic and academic planning functions of the Faculty
- ▶ Ensuring the Faculty's financial security through effective and efficient management of its resources
- ▶ Leading and fostering excellence and innovation in teaching and learning, and in research and research training within the Faculty through demonstrating an understanding and enthusiasm for the wide range of disciplines within the Faculty and demonstrated ability to encourage collaboration across disciplines
- ▶ Maintaining and fostering a collegial atmosphere and encouraging effective and dynamic working relationships among Faculty staff
- ▶ Identifying and pursuing strategic opportunities for the Faculty nationally and internationally, including for research linkages
- ▶ Representing and promoting the Faculty and the University locally, nationally and internationally and playing a critical role in advocating for the humanities, social sciences and languages
- ▶ Maintaining and extending the Faculty's active network of international and external relationships, including those with alumni, government, universities, industry and the community
- ▶ Seeking and securing additional funding to support the Faculty's development particularly through philanthropic support

- ▶ Implementing quality assurance processes in relation to both teaching and research
- ▶ Ensuring that University policies and procedures and legislative requirements are implemented across the Faculty, including those relating to Environmental Health and Safety, Occupational Health and Safety, anti-discrimination and equal opportunity (OH&S responsibilities are outlined in section 4).

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

#### **SCHOLARLY ACHIEVEMENT**

- ▶ An appointment at professorial level or equivalent in a world-class university or research organisation
- ▶ An internationally recognised record of research and teaching achievements in a relevant field in the humanities, social sciences or languages

#### **LEADERSHIP**

Demonstrated ability to lead a complex organisation including:

- ▶ developing and implementing strategy, driving change, and inspiring commitment to achieving results
- ▶ experience with financial planning and management in a university context
- ▶ attracting, engaging, developing and aligning academic and non-academic teams in a way that is responsive and receptive to new ideas
- ▶ managing people within an academic environment with a focus on improved performance, fostering a collegial culture and a commitment to the well-being of staff

#### **TEACHING & RESEARCH LEADERSHIP**

- ▶ A strong commitment to the importance of teaching at all levels and to innovation in curriculum design and teaching methods
- ▶ A strong commitment to the importance of world-class research and a good understanding of how to support and sustain researchers at each stage of their career

#### **BUILDING RELATIONSHIPS/ENGAGEMENT**

- ▶ A strong understanding of the national and international landscape, particularly in the Asia Pacific and trends in research, teaching and engagement and a capacity to work with Asian partners
- ▶ Demonstrated ability to work collaboratively and effectively with diverse stakeholders across the Faculty, the University and outside the University (industry, alumni, government, donors, professional organisations, locally and internationally)
- ▶ An understanding of the Higher Education sector in Australia and internationally, including a sound knowledge of trends in management of contemporary universities in a rapidly changing environment

## 2.2 DESIRABLE

- ▶ Experience in securing and managing philanthropic gifts and building strong relationships with prospective donors, alumni and volunteer boards.
- ▶ Working knowledge of Occupational Health and Safety, as well as Equity and Diversity principles as they apply in the Higher Education Sector.

## 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/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 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>.

## 5.2 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security,

sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

### 5.3 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>