



THE UNIVERSITY OF
MELBOURNE

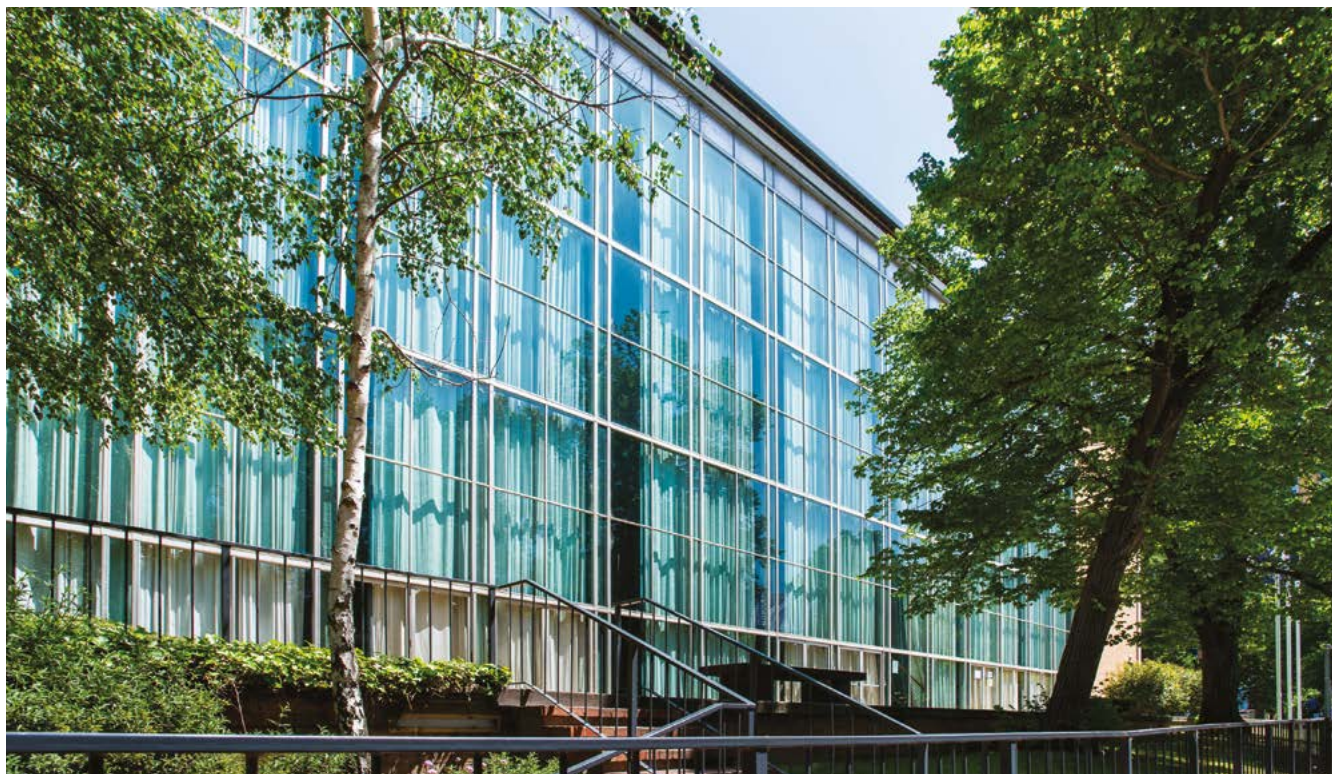
Appointment of
Dean
Faculty of Arts



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Arts West Building. Photo: John Gollings



The University of Melbourne

Consistently ranked as Australia's best university, Melbourne enjoys an outstanding reputation as one of the world's leading comprehensive research-intensive universities.

Ranked number 33 in the latest Times Higher Education World University Rankings*, Melbourne competes on an international stage with the best institutions globally, and has an international outlook and reach to match.

With a rich history stretching over 160 years, the University of Melbourne also occupies a special place in the heart of the city. Since its founding in 1853, the University has been a public-spirited institution committed to making distinctive contributions to intellectual, cultural, social and economic life in the region and beyond. These values underpin the University's entire academic mission and shape operating practices, preparing engaged graduates and steering research that advances the world.

With a wide range of disciplines, the University of Melbourne currently educates over 60,000 students from over 130 countries. The University comprises ten faculties providing learning that stimulates, challenges and fulfils the potential of excellent students from around the world, leading to personal development, meaningful careers and profound contributions to society.

The alumni network is significant and truly international, with representation from 160 countries. This international community includes former Prime Ministers, Governors General, and Nobel Laureates, and is testament to the world-class education the University of Melbourne delivers.

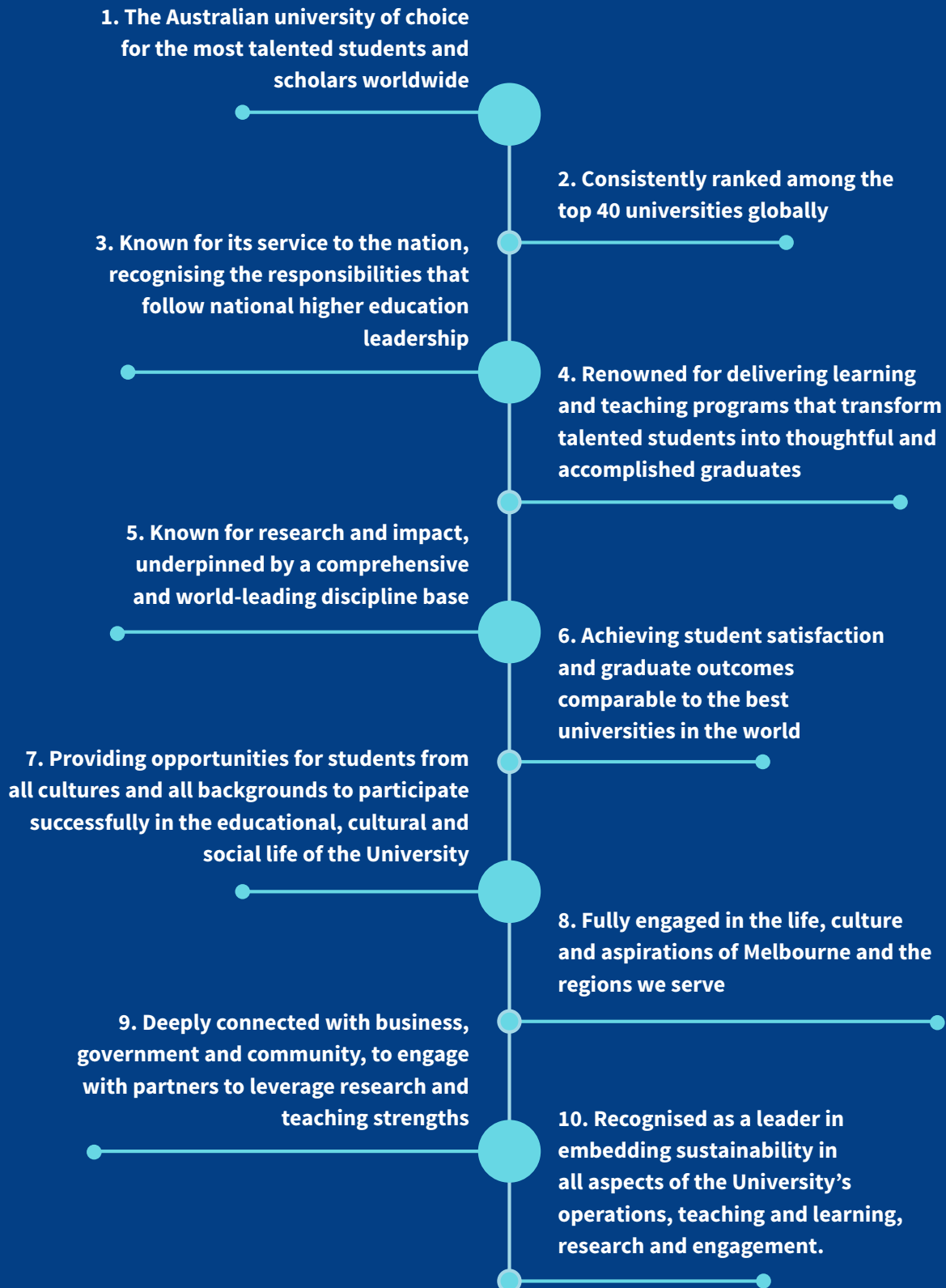
The University employs over 6,500 staff including many renowned researchers and industry leaders who are internationally recognised. Some of our scholars and high-achieving staff include Nobel Prize Laureate Professor Peter Doherty, who co-discovered how the immune system recognises virus infected cells; internationally recognised chemist, Professor Andrew Holmes, President of the Australian Academy of Science, who received the 2012 Royal Medal for his groundbreaking research in polymer chemistry; and Paediatric neurologist, Professor Ingrid Scheffer, who received the 2012 Asia-Pacific L'Oréal-UNESCO Women in Science award for her pioneering research into the causes of epilepsy.

The University of Melbourne operates an annual budget exceeding \$2 billion, with income from research grants, student fees, government grants, commercial operations, executive education, investment and philanthropy. The increased demand for teaching programs, and the University's focus on sustainability and resilience, have allowed savings to be reinvested into strategic teaching and research-related initiatives.

* Times Higher Education World University Rankings 2016–2017

The Melbourne Vision

The University of Melbourne is committed to being one of the finest universities in the world, contributing to society in ways that enrich and transform our lives. We will know we have been successful in our aspirations if, by 2020, the University of Melbourne is:





Arts West Atrium. Photo: John Gollings

The 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 a cross-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

Position Description & Selection Criteria

Position No.	0010843
Classification	Senior Executive
Salary	An attractive remuneration package is negotiable. Salary packaging options are available.
Superannuation	Employer contribution of 17%
Working Hours	Full-time
Basis of Employment	The appointment will be for a term of 5 years with the possibility of renewal for a further 5 years. The applicant will be expected to have a record that enables a substantive role as Professor being offered at the end of the appointment as Dean. The expected commencement date is mid 2018.
Other Benefits	http://about.unimelb.edu.au/careers/working/benefits
How to Apply	Completed applications should be forwarded to applications@insightgroup.com.au

Contact For Enquiries Only

Dr Rohan Carr or Ms Emily Witts
Tel: +61 (3) 9654 3288

For information about working for the University of Melbourne, visit our websites:

about.unimelb.edu.au/careers | joining.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

The responsibilities of the Dean of the Faculty of Arts include the following:

- 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 encouraging 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 and 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/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.



People and Benefits

The University is committed to providing an intellectually stimulating and personally rewarding workplace which attracts people who are the best in their professional, academic and teaching fields.

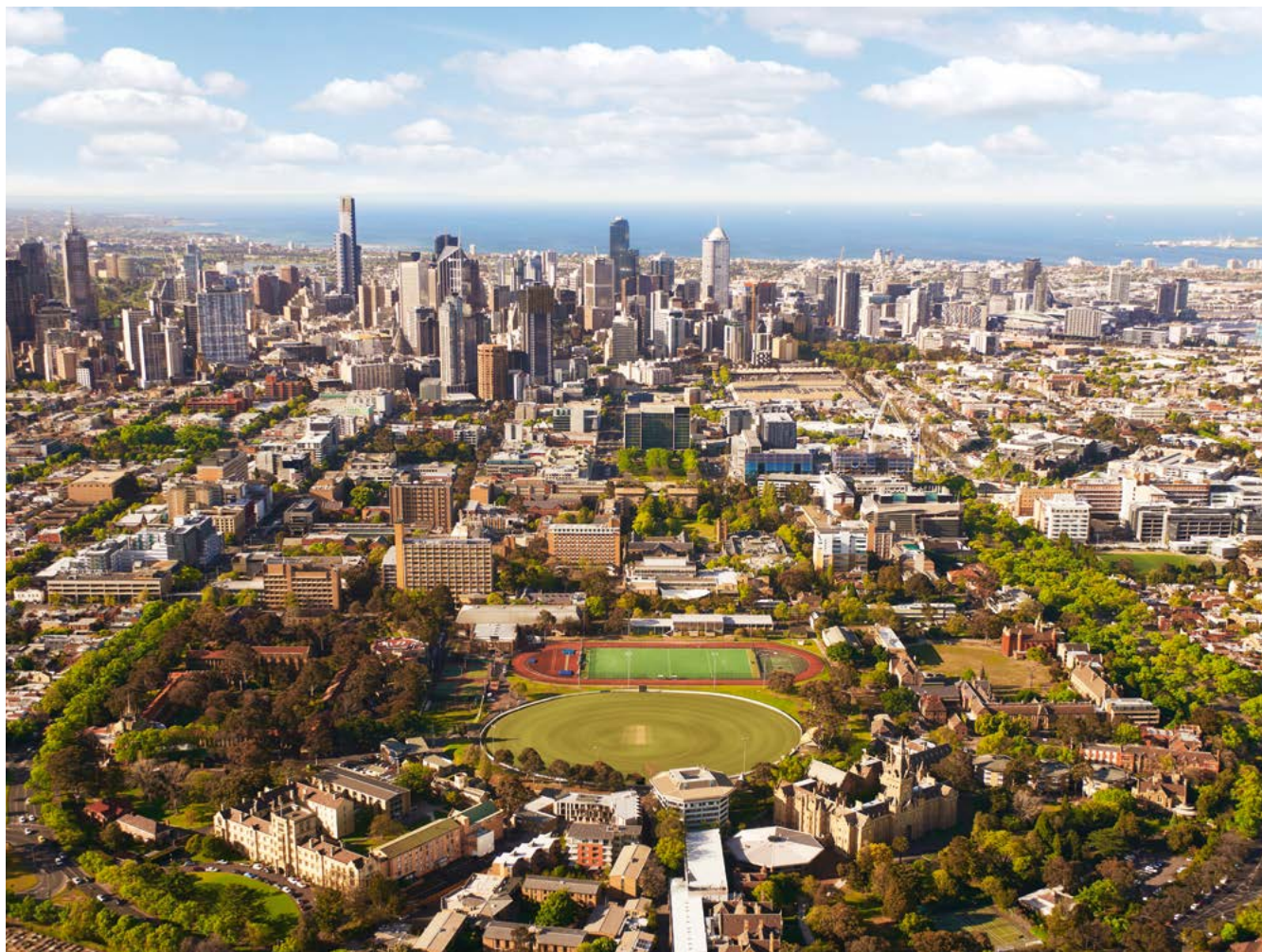
Outstanding academic staff are at the heart of the University's teaching, research and engagement endeavours. The University is proud of its many staff that have been recognised through prestigious national and international awards and through membership of Australia's learned academics. Among the many scholars of international renown at the University is the winner of the Nobel Prize – Professor Peter Doherty (Physiology and Medicine) and many other public intellectuals and scientific leaders.

The Benefits

The University offers staff more than just a job – it offers them an opportunity to be part of a dynamic world class organisation which provides its staff with exceptional benefits and support at every stage of their life and career.

- Working in a culturally inclusive environment
- Engaging in an active and vibrant campus life
- A focus on health and wellbeing
- Outstanding staff benefits in addition to competitive salary packages

Staff benefits on offer at the University include the opportunity to salary package everything from childcare and additional superannuation to subscriptions to the Melbourne Theatre Company. Benefits can be tailored to best suit individual needs and circumstances, including generous relocation support. Course fees can also be salary packaged and come at a 25% discount for staff and their immediate families. Unsurprisingly, the University has high numbers of women returning to work. It was one of the first winners of the Fair and Flexible Employer Recognition award.



Living and Working in Melbourne

Geography

Melbourne is the capital city of Victoria and the second largest city in Australia. It is set around the shores of Port Phillip Bay. Considered to be Australia's cultural capital, Melbourne has been voted by the Economist many times as the most liveable city in the world.

The City of Melbourne sits beside the Yarra River, around five kilometres from the bay. Melbourne is home to 4.5 million people from a wide range of cultural backgrounds (approximately 73 per cent of the Victorian population). Melbourne's metropolitan areas cover more than 8,000 square kilometres.

The City of Melbourne includes the city centre and several inner-city suburbs. Each suburb has its own personality and character. Melbourne has many precincts, each with its own unique character and offering different cultural experiences, for example Greek culture around Lonsdale Street, Italian on Lygon Street Carlton, Chinese in Chinatown and French on Collins Street.

Parkville Campus

Parkville is the main campus of the University of Melbourne. It stretches across more than 20 hectares and is located just 1.7 kilometres north of the city centre. The campus is well connected by trams and buses and a short walk to Melbourne Central Station with frequent buses to North Melbourne Station. Plans to build an underground train line connecting North Melbourne to South Yarra, via the University and the Central Business District, have been approved with the construction to begin in 2018.

Other major University of Melbourne buildings are located off campus, east of Swanston Street and south of Grattan Street as far as Queensberry Street. The University has 12 residential halls and colleges, most of which line the northern boundary of the campus along College Crescent.

The Parkville campus environment is vibrant and dynamic where music, exhibitions, sporting facilities, libraries and excellent cafes can be found for all to enjoy. Numerous services are located on the Parkville campus for convenience.



There are multiple green spaces on campus as well as large public spaces located close by, including Royal Park and the Carlton Gardens.

The University of Melbourne is constantly expanding and improving its facilities to ensure that staff and students are working within world-class environments, and with top-quality resources.

In an ongoing partnership with its neighbour, the Royal Melbourne Hospital, the University of Melbourne established the Melbourne Biomedical Precinct, a major global research and teaching powerhouse with 25 health service, research and academic partners sharing a formidable history of ground-breaking medical discoveries and developments. Partners within the Precinct include Walter and Eliza Hall Institute, Biomedical Research Victoria and CSL Ltd, all within a three kilometre radius, allowing them to share resources and engage in meaningful collaborations.

The University of Melbourne is also at the heart of a key initiative supporting the Victorian Government's Defence Technologies Sector Strategy to develop an advanced manufacturing and research precinct. In 2016 the Victorian Government acquired a 37 hectare site at Fishermans Bend with the aim of creating a world-class design, engineering and

technology precinct. The technology hub will become a centre of excellence attracting cutting-edge innovators in the areas of aerospace, defence, marine design and automotive design.

Recently, the University of Melbourne also opened a new building for the Melbourne School of Design, designed in collaboration with John Wardle Architects (Melbourne) and NASAAA (Boston). Retaining the original façade, the remainder of the building was completely reimagined and purpose built, providing integrated functional space for class workshops, private and group study and discussion pods. The building features architectural features and construction methods inspiring students and encouraging them to continue their learning outside of the classroom.

Another recently completed project is the Arts West Building. Opened in 2016 by the Faculty of Arts, it is a showcase of innovative learning spaces that support new ways of teaching and learning.

The Carlton Connect Initiative was recently launched and will build an innovative community precinct which draws on local talent and business to tackle complex problems. Working across sectors, the Initiative drives partnerships – connecting world-class talent with 21st century technologies to address global challenges that cannot be solved by one sector alone.





Further information and website addresses

General information about the University of Melbourne is available through its website at www.unimelb.edu.au

About the University of Melbourne
about.unimelb.edu.au

The University of Melbourne's Strategic Plan 2015-2020:
Growing Esteem
growingesteem.unimelb.edu.au

2016 Annual Report
about.unimelb.edu.au/__data/assets/pdf_file/0006/2341725/2016-annual-report.pdf

Faculty of Arts
arts.unimelb.edu.au

Research
 University of Melbourne research strategy and implementation
research.unimelb.edu.au

Teaching
 Teaching and Learning at the University of Melbourne
provost.unimelb.edu.au

Engagement
 University of Melbourne Engagement strategy
about.unimelb.edu.au/strategy-and-leadership/engagement

Engagement strategy - About Us
about.unimelb.edu.au

An overview of the University of Melbourne's strategy and leadership, and its core activities - Research, Learning and Teaching, Engagement.



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How to Apply

Written applications providing a curriculum vitae and a response to the selection criteria should be directed to:

applications@insightgroup.com.au

Enquiries can be made to The Insight Group:

Dr Rohan Carr or Ms Emily Witts, Tel: +61 3 9654 3288.

Applicants should provide the names and contact details of at least three potential referees. These referees need not be approached in advance, as they will not be contacted without the prior consent of the applicant.

The Council reserves the right to fill the position by invitation at any time.

Shortlisting for this position is expected to take place in March with appointment confirmation anticipated by May 2018.