



## POSITION DESCRIPTION

**Melbourne Accelerator Program**  
Faculty of Business and Economics

### Director, Melbourne Accelerator Program

<b>POSITION NO</b>	0044424
<b>CLASSIFICATION</b>	PSC 10A
<b>SALARY</b>	An attractive remuneration package will be negotiated with the successful candidate
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time
<b>BASIS OF EMPLOYMENT</b>	Fixed-term for 3 years
<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. To apply, please email your resume by Monday 20 November 2017 to <b>applymel@shk.com.au</b> quoting JO-1710-26325 or go to <a href="http://www.shk.com.au">www.shk.com.au</a> .
<b>CONTACT FOR ENQUIRIES ONLY</b>	Matthew Bellegham - SHK Tel +61 3 8620 8037

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

## ***Position Summary***

The Director is responsible for advancing the vision and mission of the Melbourne Accelerator Program (MAP). Working closely with the Senior Leadership team in the Faculty of Business and Economics, the Director is expected to set the vision, strategy and Key Performance Indicators of MAP and ensures Map remains 'on vision' through change.

In addition, the Director will lead a high performing team and empowering them to work independently and success, assist the Faculty and Advancement to secure funding and partnerships to meet MAP's growth objectives and ensure that the organisation is equipped with the critical capabilities (people and infrastructure) to achieve its strategic goals and make its values real.

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

#### **1.1 DEVELOP AND IMPLEMENT MAP'S STRATEGY IN LINE WITH ITS VISION AND MISSION**

- ▶ Work with the Senior Leadership Team in the Faculty of Business and Economics to determine and develop MAP strategy
- ▶ Lead the implementation of the strategic plan and be accountable for outcomes
- ▶ Champion MAP and promote its vision, mission and strategy

#### **1.2 ENSURE MAP'S FINANCIAL SUSTAINABILITY**

- ▶ Build long-term, mutually beneficial corporate and industry partnerships to ensure MAP retains strong brand in market
- ▶ Assist with efforts to raise philanthropic funding for MAP by establishing and enhancing relationships with potential donors
- ▶ Assist with efforts to raise government funding for MAP by identifying appropriate funding opportunities and developing compelling proposals
- ▶ Set and meet annual budget

#### **1.3 LEAD AND MANAGE A HIGH PERFORMING TEAM**

- ▶ Determine MAP's HR needs with reference to the strategy and recruit accordingly
- ▶ Set management team responsibilities and accountabilities
- ▶ Ensure team is adequately supported to achieve their goals
- ▶ Lead by example in driving an organisational culture focused on excellence

#### **1.4 ACHIEVE OPERATIONAL EXCELLENCE ACROSS MAP**

- ▶ Manage the day to day operations
- ▶ Prepare operations for scale, ensuring efficiency and effectiveness
- ▶ Lead the MAP data and reporting function and ensure meaningful synthesis and communications of key outcomes

## 1.5 SUPPORT MAP FOUNDERS

- ▶ Coach startups as required
- ▶ Oversee Entrepreneur/Mentor in Residence program
- ▶ Lead MAP's Alumni program

## 1.6 FACILITATE CREATION OF ENTERPRISE-WIDE ENTREPRENEURIAL ECOSYSTEM

- ▶ Interface with TR@M, Wade Institute, NASDAQ Entrepreneurial Centre, and other Entrepreneurship across the University

# 2. Selection Criteria

## 2.1 ESSENTIAL

- ▶ Demonstrated and practical innovation and entrepreneurship experience and credibility
- ▶ Strong strategic planning, implementation and project management skills with the ability to quickly adapt in a rapidly evolving external competitive environment
- ▶ Proven experience in staff management and leadership in a collaborative environment
- ▶ Sophisticated stakeholder management skills, with comprehensive experience in managing internal relations in a large consensus-based organisation, as well as external relations including; government, industry and/or other academic institutions
- ▶ Extensive networks into the startup ecosystem across Australia and around the world and a deep knowledge of global best practice
- ▶ Extensive experience in business case development and successful funding attraction
- ▶ Demonstrated ability and extensive experience in providing detailed reporting across operational and financial metrics to internal and external stakeholders
- ▶ Excellent written and oral communication skills with the proven ability to prepare high quality documentation and the capacity and confidence to deal with a wide range of internal and external stakeholders including; staff, senior academics, senior members of the business community and government
- ▶ A track record and proven expertise in financial and human resource management, marketing and managing a dynamic and diverse workplace

## 2.2 DESIRABLE

- ▶ Relevant postgraduate qualification/s with demonstrated extensive experience in a similar management role within a public, private or tertiary sector organisation
- ▶ Demonstrated understanding of the University environment and research/higher education issues
- ▶ A proven track-record in managing and working effectively with both academics and professional staff to achieve significant outcomes for an academic institution

### ***3. Job Complexity, Skills, Knowledge***

#### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The Director will directly report to the Deputy Dean (Faculty), Faculty of Business and Economics, but will be expected to work on a day-to-day with a very high level of autonomy. This will include liaising on behalf of the University with the most senior levels of academia, business and all levels of government. The successful applicant will routinely make independent decisions in response to a variety of sensitive and important matters, with minimal supervision from the Deputy Dean.

#### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The Director is expected to provide operational and strategic leadership, which will require the ability to exercise good judgment and manage highly complex issues and situations with discretion and sensitivity. High-level problem solving skills are also required, including the ability to analyse, formulate and propose creative and appropriate solutions to non-routine issues that may require modification of existing systems, or the introduction of new policies and procedures. Judgement and advice will concentrate on meeting the strategic needs of the University, and forward planning and strategic decision-making, involving landscape evaluation and identification of the priority issues to be resolved, often in the midst of conflicting interests and opinions amongst stakeholders.

#### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The successful applicant is expected to have, or be able to demonstrate the capacity to quickly adopt and apply a broad understanding of the pertinent University rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions and services for the effective implementation and successful outcomes of MAP's deliverables. The successful applicant is also expected to possess a strong familiarity with the key elements of the innovation and entrepreneurial ecosystem and best practice approaches to fostering novel, disruptive businesses.

#### **3.4 RESOURCE MANAGEMENT**

The successful applicant will have oversight of MAP's operations and budgets. They will provide advice to the Faculty Senior Leadership executive on the resourcing requirements necessary to ensure the successful, on time implementation and delivery of MAP's programs.

#### **3.5 BREADTH OF THE POSITION**

The position requires interaction with a wide range of personnel, ranging from entrepreneurs, established business leaders, foreign and local dignitaries, senior academics, graduate students and professional staff from The University of Melbourne and other Universities.

To this end, the successful applicant will be required to have high-level capacity for engagement and negotiation with such personnel for mutual benefit and facilitation of MAP.

## ***4. 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.

## ***5. 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.

## ***6. Other Information***

### **6.1 ORGANISATION UNIT**

<http://themap.co/>

Insert information about MAP

### **6.2 BUDGET DIVISION**

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

## Organisational Structure

The Faculty is home to Melbourne Business School (MBS) and to six teaching and research departments:

- Accounting
- Business Administration
- Economics
- Finance
- Management and Marketing
- Melbourne Institute of Applied Economic and Social Research

The Faculty has the following student and academic support centres:

- Academic Support Office
- Student Employability and Enrichment
- Research Development Unit
- The Williams Centre for Learning Advancement

The Faculty is supported by the following Professional Services Units:

- Finance
- Human Resources (including OHS)
- Marketing and Communications
- Service Level and Facilities Management
- Quality Office

## Our Programs

There are about 9,500 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

## Our Graduates

Since the Faculty was established it has produced over 53,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at [www.fbe.unimelb.edu.au](http://www.fbe.unimelb.edu.au).

### 6.3 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>.

### 6.4 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.

## 6.5 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>