



POSITION DESCRIPTION

School of Culture and Communication
Faculty of Arts

Director (Centre for Advancing Journalism)

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| POSITION NO | 0038464 |
| CLASSIFICATION | Level D |
| SALARY | \$140,758 - \$155,072 p.a. |
| SUPERANNUATION | Employer contribution of 17% |
| WORKING HOURS | Full-time |
| BASIS OF EMPLOYMENT | Continuing |
| OTHER BENEFITS | http://about.unimelb.edu.au/careers/working/benefits |
| HOW TO APPLY | Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number. |
| CONTACT FOR ENQUIRIES ONLY | Professor Stephanie Trigg Tel +61 3 8344 5504 Email sjtrigg@unimelb.edu.au <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

Position Summary

The Centre for Advancing Journalism (CAJ) was established in 2009 with the aim of improving the practice of journalism. Given this mission, the Centre has a research component, both academic and applied research, examining major issues in journalism, and a public engagement program designed to involve the community in a dialogue about what constitutes journalism excellence. This dialogue is designed to foster a better understanding in the community of how journalism works, and provide journalists with the opportunity to reflect on their work and how it impacts society. In teaching, research and engagement, the Centre also engages strongly with issues concerning the future of journalism at a time of fundamental change in technology and business models.

The Centre for Advancing Journalism is located in the School of Culture and Communication, which encourages collaborative, cross-disciplinary work in line with University priorities and is host to several large research projects and centres, including the Unit for Public Culture, the Centre for the History of Emotions and the Australian Institute of Art History. We also teach a range of transnational programs through a Graduate School, including the Masters of Global Media Communication.

CAJ has a number of research projects underway and more planned, and a public engagement program that is growing and has produced outstanding public lectures, panel discussions and seminars. The highlight is the New News program, run each year in collaboration with the Wheeler Centre for Books Writing and Ideas. The Centre runs a nested suite of journalism programs, with the flagship being the Master of Journalism. Other programs include the Advanced Graduate Certificate in Journalism and the Advanced Graduate Diploma in Journalism.

In 2018, it is intended to add a Master of International Journalism, aimed at international students, to this suite of programs.

A particularly strong feature of the Masters program is internships. Longstanding and effective relationships have been built up between the Centre and a wide range of media outlets, resulting in a rich set of internship offerings for students. Many students have obtained employment as a direct consequence of the internship program.

The Director needs to have an outstanding CV in journalism and have strong links within the media industry. This will be integral to the ongoing success of the Centre.

1. Key Responsibilities

The Director will:

- ▶ Build on and extend the current program of public outreach activities, including The Citizen.
- ▶ Expand and lead the Centre's research activities.
- ▶ Actively participate in research seminars and conferences and apply for external competitive research funding.
- ▶ Produce publications arising from scholarship and research in line with the Faculty expectations (for a level D academic this is an average of at least 2 DIISR points per annum).
- ▶ Supervision of honours and postgraduate students.

- ▶ Preparation and delivery of lectures, tutorials and seminars as appropriate (the minimum threshold for teaching satisfaction for Level D academics is a mean score of 3.6 – 3.9 across Questions 1 - 10 on the SES questionnaires)
- ▶ Undertake subject coordination, consultation with students, complete marking and assessment and other administrative tasks associated with the subjects taught.
- ▶ Play a leadership role in curriculum development, particularly in implementing and delivering the planned Master of International Journalism, to add to the Centre's suite of programs. This will include instituting systems to ensure the most up-to-date teaching equipment, as well as building on the facilities available for teaching.
- ▶ Play a key role in fundraising to ensure the financial viability of the Centre into the future.
- ▶ Build contacts with the media industry, including developing industry partnerships for joint research projects and to pursue training opportunities in the Centre's suite of programs. The Director is guided by a high profile Advisory Board to ensure directions and priorities are in line with industry needs, and that effective strategies are in place for enhancing community outreach. The School oversees the Centre's internal development and business planning processes in consultation with the Director and other members of the academic staff.
- ▶ Give leadership to, and develop, the Centre's external engagement activities.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ An outstanding career in journalism and excellent contacts within the media industry;
- ▶ A demonstrable record of excellence in research, and/or industry partnerships
- ▶ An active record of research, together with the capacity to achieve publications in eminent journals and books
- ▶ Current knowledge of the media and journalism environment
- ▶ Excellent management and leadership skills;
- ▶ Proven ability to work in a team environment that includes academic and administrative staff;
- ▶ Ability to foster and develop partnerships with the media industry;
- ▶ Ability to attract philanthropic and other support for the Centre;
- ▶ The ability to develop the Centre's public profile.
- ▶ Capacity to engage in collaborative research projects and lead curriculum development

2.2 DESIRABLE

- ▶ An understanding of, and engagement with, the academic environment and scholarly work, including the capacity to lead and launch academic research projects.
- ▶ Proven capacity to initiate, organise and give leadership to external engagement activities.

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 service 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.

5. Other Information

5.1 ORGANISATION UNIT

<http://arts.unimelb.edu.au/culture-communication>

The School of Culture and Communication in the Faculty of Arts contributes exciting majors and subjects to the Bachelor of Arts, as well as offering unique Masters level courses that lead towards professional vocations in publishing, writing, museums and galleries, other arts and media institutions, such as the Master of Advancing Journalism. Our extensive doctoral program includes coursework, as well as many opportunities to participate in reading groups, seminars, conferences and other events that enrich the intellectual values of the School.

It is also a leading research concentration within the Faculty, housing important research groups and Centres such as CAJ. CAJ has an active program of applied research aimed at exploring and improving journalism practice, with an emphasis on public interest and community interaction. Closely tied to this research is a public program of seminars, lectures and workshops that have sharpened the debate on important issues of public

interest and strengthened links between the University, journalists, media organisations and the general public.

5.2 BUDGET DIVISION

The Faculty of Arts is at the forefront of teaching and research in the languages, humanities and social sciences fields in Australia and in many cases internationally. Founded in 1853, it is one of Australia's oldest and largest faculties with approximately 400 staff and 7000 students - 6000 undergraduates and 1000 postgraduates – engaged in over 900 subjects in more than 40 areas of study. Over 600 international students from more than 50 different countries representing five continents are currently studying towards degrees offered in the Faculty.

As Australia's premier Arts faculty, it aims to provide an exciting, high-quality intellectual environment that will attract the best students and staff across a wide range of disciplines.

The Faculty of Arts maintains strong connections with leading international universities through research collaborations and student exchange programs, and nurtures relationships with government, not-for-profit and private organisations through student internship placements, research projects and community engagement.

As well as housing the Graduate School of Humanities and Social Sciences and the Melbourne School of Government, the Faculty of Arts also comprises five academic schools:

- ▶ Asia Institute
- ▶ School of Culture and Communication
- ▶ School of Historical and Philosophical Studies
- ▶ School of Languages and Linguistics
- ▶ School of Social and Political Studies

Our students and staff are supported by business units within the Faculty including:

- ▶ The Office of the Dean and Faculty Executive Director
- ▶ The Academic Support Office
- ▶ The Strategy, Planning and Resources Unit
- ▶ The External Relations Unit
- ▶ The Research Office
- ▶ The Human Resources Office

For more information on the Faculty please see www.arts.unimelb.edu.au

5.3 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>.

5.4 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.

5.5 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>