



POSITION DESCRIPTION

School of Culture & Communication
Faculty of Arts

Head, School of Culture & Communication

POSITION NO	0027144
CLASSIFICATION	Professor (Level E)
SALARY	An attractive remuneration package will be negotiated.
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	The Headship is available for a period of four years in the first instance with the possibility of renewal for a further term of up to four 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 Headship.
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	Vacant
HOW TO APPLY	PLEASE DO NOT apply via the University website. Applications should be submitted to The Insight Group, Executive Search Consultants. Cover letter, CV and a document addressing the selection criteria should be emailed to lkilmartin@insightgroup.com.au
CONTACT FOR ENQUIRIES ONLY	Dr. Leslie Kilmartin of The Insight Group is managing enquiries relating to this appointment and can be contacted: Tel. +61 418 590842 or email lkilmartin@insightgroup.com.au

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

about.unimelb.edu.au/careers

Position Summary

The Faculty of Arts wishes to appoint a distinguished academic as Head of School, Culture and Communication. The successful applicant will have a strong research, teaching and engagement record and a proven track record in leadership.

The Dean and Heads of School constitute the senior leadership team of the Faculty of Arts and the successful applicant will both manage her or his School as well as assist with the running of the Faculty. Under the broad direction of the Dean and within the general outlines of the Faculty Business Plan and the Faculty Budget, the Head has the overall academic leadership, financial and management responsibility for the School.

The Head will supervise the co-ordinators of the eight programs in the School and take responsibility for performance development of all academic staff, including by developing the leadership capacities of senior members of the School. Of critical importance to success will be the ability of the Head to work closely with these different programs and discipline groups across the key areas of learning and teaching, curriculum, research, community relations, engagement and alumni development, and to bring an understanding both of interdisciplinarity and of disciplinary specialisation in order to develop and articulate a vision for the School that includes all of the programs and disciplines. She/he will also be expected to develop the School's collaborative activities with colleagues across the University.

Within these generic academic, financial and management responsibilities, the Head will continue to contribute to research and scholarship. Preference may be given to an applicant with experience and expertise that will complement the existing teaching and research strengths of the School.

The School of Culture and Communication is a thriving scholarly and pedagogical site for critical thinking in the humanities. This agenda is set by world-leading scholars and teachers within the School's eight programs of Art History and Art Curatorship; Arts and Cultural Management; Australian Indigenous Studies; Creative Writing; English and Theatre Studies; Media and Communications; Publishing and Communication; Screen and Cultural Studies. An active facilitator of international scholarly networks, the School hosts a range of funded research concentrations, such as the ARC Centre of Excellence for the History of Emotions; the Australian Centre; the Centre for Advancing Journalism; the Research Unit in Public Culture; and the Transformative Technologies Research Unit. More broadly, its academics publish, speak and blog on topics as diverse as Asian popular culture, Romantic literature, digital media, book history, screenwriting, climate change, network societies, Renaissance art and craft, Australian theatre, gender and sexuality, racism, cosmopolitanism, global citizenship, entertainment history, and contemporary arts.

The largest School in the Faculty of Arts, it contributes exciting majors in the Bachelor of Arts, as well as offering unique Masters level courses that lead to careers in publishing, writing, museums and galleries, and other arts and media institutions. The School's extensive doctoral program includes coursework, as well as opportunities to participate in reading groups, seminars, conferences and other events that augment the intellectual values of the School.

The School considers the public life of the humanities to be an enduring tradition that enriches contemporary society, and it has many community and industry partnerships through which it engages with a wider audience.

1.1 FURTHER INFORMATION

- ▶ A Level E Academic will have attained recognition as an eminent authority in his or her discipline and achieved distinction at national and international levels
- ▶ All professors of the University are members of the Academic Board of the University.
- ▶ The webpage 'Joining Melbourne' provides prospective staff with useful information including an overview of the University, its strategy and direction, student and academic environments and with employment related information. <http://joining.unimelb.edu.au/>
- ▶ Candidates invited for interview should read the 'University Expectations of a Professor' document prior to interview.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Excellent management skills, including a sound knowledge of financial management, budgeting and business planning, and the capacity to use these skills to successfully align resources with the strategic goals of the School and Faculty;
- ▶ Senior academic management experience, particularly with regard to staff supervision;
- ▶ Scholarship and research of international standing in a relevant field of knowledge, with a breadth of interest and sympathy for other research interests represented in the School;
- ▶ A strong commitment to the importance of teaching at all levels and to innovative curriculum design and teaching methods, together with a distinguished personal contribution to teaching and curriculum reform;
- ▶ Vision, enthusiasm and demonstrated ability to provide leadership in fostering excellence in scholarship, in promoting research, in encouraging and developing research training, and in developing ties with industry and cultural bodies nationally and internationally;
- ▶ Leadership experience in engagement and wider community affairs, particularly those related to the School's research and teaching programs;
- ▶ Evidence of a deep understanding of interdisciplinarity, together with an ability to work collaboratively with the School's different programs and discipline groups, and to advocate for all the humanities, arts and social sciences (HASS) disciplines housed in the School.

3. Special Requirements

- ▶ None

4. Specific Responsibilities include

4.1 ACADEMIC LEADERSHIP

- ▶ Encouraging the pursuit of excellence and innovation in teaching and learning and in research and research training;
- ▶ Maintaining personal academic standing;
- ▶ Seeking new opportunities for enhancing the international standing of the University and the School;
- ▶ Promoting the disciplines and the School and representing the interests and needs of the School within the University (through active participation in the Academic Board, Faculty and other University groups and committees) and in the external community.

4.2 DEPARTMENT GOVERNANCE

- ▶ The maintenance of a suitable School organisational and consultative committee structure, in order to pursue the strategic and academic planning functions of the School;
- ▶ The implementation of quality assurance processes, particularly in relation to teaching, research and the supervision of students;
- ▶ The allocation of duties to staff to ensure the effective and efficient performance of the School's teaching, research and service functions;
- ▶ The promulgation and implementation of University policies within the School, and the communication of information to and from relevant University authorities.

4.3 STAFF GUIDANCE AND MANAGEMENT FOR PERFORMANCE

- ▶ Fostering the development of staff within the School (including induction of new staff, appropriate career development, and guidance support for staff on probation);
- ▶ Ensuring the management of human resource issues within the School (including recruitment, annual staff performance assessment, advice on promotion, and staff grievances);
- ▶ Establishing mechanisms to ensure that duty of care workplace health and safety policies are observed (e.g. in relation to fieldwork);
- ▶ Ensuring the ethical conduct in and by the School, including ethical use of communications networks.

4.4 FINANCIAL AND INFRASTRUCTURE MANAGEMENT

- ▶ Overseeing the financial management of the School, including establishment of budgets and planning for equipment and infrastructure expenditure, and monitoring of expenditure against allocations;
- ▶ Actively pursuing opportunities to increase revenue for the School;
- ▶ Ensuring compliance with legislation, University policy and regulations and University financial management and reporting requirements;
- ▶ Ensuring environmentally responsible work practice and staff and student training, and ensuring compliance with Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

5. Other Information

5.1 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

5.2 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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>.

5.3 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.

5.4 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

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/unisec/governance.html>.

6. *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.