

# POSITION DESCRIPTION

**Department of Veterinary Clinical Sciences, Melbourne Veterinary School** Faculty of Veterinary and Agricultural Sciences

# **Professor of Veterinary Medicine and Head of Department of Veterinary Clinical Sciences**

POSITION NO	0043704
CLASSIFICATION	Professor (Level E)
SALARY	\$187,654 per annum  An appropriate General Faculty Loading will be negotiated with the successful applicant
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 <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Professor Ted Whittem Tel +61 3 9731 2061 ted.whittem@unimelb.edu.au  Please do not send your application to this contact

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

# **Position Summary**

#### **ABOUT THE POSITION**

As an academic specialist, the Professor will take a leading role in community engagement, academic policy development, research service and leadership for the Melbourne Veterinary School. In addition, the incumbent will also be appointed as the Head of Department, Veterinary Clinical Sciences (VCS) for an initial term of three years.

The Professor will have an outstanding record as an academic leader and pre-eminence as a scholar of international standing. The incumbent will be responsible for the development and implementation of academic strategic planning as well as engaging and linking industry with academic research focussing on value generation, novel research and commercial opportunities.

As Head of Department, (VCS) the role will be responsible for the management of the Department, including the veterinary teaching hospital, U-Vet Werribee Animal Hospital (U-Vet) to maximise effective clinical teaching of veterinary students, residents and other trainees as well as manage programs of public and community engagement. These programs aim to increase and expand the capacity and capability of U-Vet to enable the Faculty to deliver world-class clinical training and to conduct clinical research.

In addition, the Head of Department will be responsible for building and overseeing clinical sciences research, teaching and engagement activities within the Faculty and will supervise the Clinical Sciences Group Leaders to enable delivery of high quality teaching programs and conduct of research by staff. However, there will be no expectation to directly undertake teaching and research activities.

The role will require an in-depth understanding of budgeting, finance and resource management as well as the ability to successfully manage a diverse work force. The incumbent will contribute to the Faculty's mission through senior leadership roles as required by the Dean and will also contribute to the School's strategic mission and governance.

The initial term for the Head of Department will be three years, and if no further term is offered, the incumbent will continue to hold a continuing substantive position as a Professor (Level E), within their discipline.

Please refer to Appendix A for further information regarding the expectations of Leadership Roles of Melbourne Professors.

### **ABOUT US**

The University of Melbourne has affirmed its position as the number one university in Australia, and remains among the fastest-rising research universities in the world's top 100, according to the Academic Ranking of World Universities (ARWU). It is counted among the best universities in the world – 33 by the Times Higher Education (THE) and 32 by the US News and World Report Rankings. Please visit Tradition of Excellence for further information.

One of two departments within the Melbourne Veterinary School, The Department of Veterinary Clinical Sciences and U-Vet are located at the Werribee Campus of the University of Melbourne. U-Vet is the most highly visible public unit in the School, which is the only provider of Veterinary Science courses in Victoria. The School is located at both the University's Parkville and Werribee campuses. The School's teaching, postgraduate training, research, clinical consultancy and industry development activities are located at both the campuses.

The Faculty of Veterinary and Agricultural Sciences provide over 20 courses and 300 subjects to approximately 3,500 equivalent full time students. Within the Faculty, the Melbourne Veterinary School provides the only professional entry veterinary program in Victoria and the School of Agriculture and Food provides the Bachelor of Agriculture, which is the fastest growing undergraduate degree in Australia. The University of Melbourne's agriculture program is the largest in Victoria and ranked 36 in the world, whilst the Doctor of Veterinary Medicine program was the first graduate veterinary professional entry program in Australia and is ranked 15 in the world. The Faculty is ideally placed to contemplate changes that have far-reaching consequences on its teaching, engagement and research.

# 1. Key Responsibilities – Professor in Veterinary Medicine

# 1.1 RESEARCH AND RESEARCH TRAINING

This is an Academic Specialist position, so there is no requirement for the incumbent to undertake research or research training, but may elect to do so in a relevant discipline.

# 1.2 TEACHING

This is an Academic Specialist position, so there is no requirement for the incumbent to undertake teaching, but may elect to do so.

# 1.3 LEADERSHIP AND SERVICE

# **ACTIVITY**

- Actively engage and foster positive and effective working relationships with other leadership roles within the Department, School, Faculty as well as across the University.
- Represent the Department, School and Faculty by being a contributing member of Committees both within the Faculty and across the University.
- Propose new and innovative ways to engage with industry by applying a high level of theoretical and applied knowledge.
- Ensure compliance with University policy and procedural requirements.
- Lead in the development of national and international institutional partnerships and networks.
- Provide academic strategic leadership to the Department and across the Faculty, providing mentoring and guidance to all levels of staff and students.

# **ENGAGEMENT**

- Provide significant leadership and contribution for driving new engagement initiatives or leading existing initiatives by presenting to the public to elevate public awareness of educational and scientific developments, and promote critical enquiry and public debate within the community; this could include invited opinion pieces in media.
- Play an integral role in connecting key working relationships with staff both within the Faculty, broader University community and external stakeholders.
- Promote a culture of innovation in the Faculty and Department with respect to engagement and partnerships.

- Responsibility for linking industry with academic research to determine research opportunities to generate additional research income for the Department and School with a focus on value generation, novel research and the support of commercial opportunities.
- Identify and develop specific partnerships and agreements with external stakeholders and institutions to enable research and research training, teaching and learning, and to further the strategic influence of the Faculty.
- Support the engagement and advancement activities of the Faculty as instructed by the Dean.
- Engage in outreach activities to ensure prospective students are exposed to broad perspectives, values, and opportunities.
- Seek membership of senior advisory groups to government.
- Obtain recognition by national or international professional bodies (awards, fellowships, honorary memberships etc.).
- Take a leading role and be responsible for mentoring and supporting the development of staff within the Department and more broadly, the Faculty.
- Play an integral part in supervising, supporting and mentoring of early career researchers (ECRs) and students.

# QUALITY AND IMPACT

- Influence and support the vision, aspirations and standing of the University with effective demonstration and promotion of the Values of the University, consistent with the principles of justice, equity and the pursuit of excellence
- Provide positive engagement in learning and career development of self and others as well as meaningful, constructive and timely feedback to colleagues
- Provide vision, role clarity and development opportunities to create an engaged workforce as well as maintain a work environment that promotes collaboration, joint planning and sharing of knowledge.
- Effectively promote diversity and cultural awareness within the Department and promote a culture that values high achievement by staff and students
- Leadership of short- and long-term engagement programs that create social, cultural and economic value.
- Public intellectual contributions to the advancement of culture and society.
- Develop academic policy and take responsibility for administrative matters within the Department, School, Faculty and/or University.

# 2. Key Responsibilities - Head of Department

# 2.1 LEARNING AND TEACHING

- In collaboration with the Head, Melbourne Veterinary School (MVS), and other senior leadership staff, take a leading role in the development and implementation of programs to enhance the advancement of Clinical Sciences teaching, research, and engagement.
- Work with the Director (Academic Programs) to oversee the delivery of Veterinary Clinical Sciences teaching to DVM students, including oversight of teaching efficiency, quality and distribution of teaching load.

- Lead and oversee extramural pre-clinical and clinical integrated workplace learning programs.
- Ensure provision of clinical material to support delivery of clinical training programs and extramural studies by DVM students.

# 2.2 RESEARCH

- With reference to the University, Faculty and School's research strategies; develop strategies and goals to enhance research productivity in VCS;
- Identify and develop strategic opportunities for development of research facilities and research groups in VCS.
- ldentify and develop strategic opportunities for development of collaborative research programs with the School of Agriculture and Food and other academic units within the University and its associated Institutes.
- Develop strategies to enhance post-graduate training in VCS.
- Identify and support specific research and research training goals for academic staff and postgraduate students in the Department.

# 2.3 INFRASTRUCTURE

- Oversee day to day management of Werribee Campus staff, resources and activities.
- Working with the Head of School, the Faculty Executive Director and other senior managers, ensure effective and efficient delivery of clinical services, clinical teaching and clinical research.
- In collaboration with the Head of School and other key stakeholders, contribute to large projects such as building works.

# 2.4 GENERAL

- Work collaboratively across the Faculty leadership and wider university, to enhance the reputation of the Faculty, and the University through the continued development and implementation of the Faculty and the Growing Esteem 2020 agenda.
- Provide advice and guidance to the Head of School regarding achievement of University and Faculty targets within this portfolio.
- Manage the Departments financial and human resources to ensure the effective and efficient performance of Department teaching, research and service functions within the annual budget parameters.
- Ensure implementation of relevant Faculty Business Plan actions for this portfolio.
- Contribute to development of infrastructure planning for the Faculty.
- Promulgate and implement University and Faculty policies within the Department: communicate information to and from relevant University authorities;
- Participate in central University committees and working groups as agreed with the Head of School.

# 2.5 PEOPLE MANAGEMENT

- Provide visionary leadership and management for the Department of Veterinary Clinical Sciences.
- Responsible for the key performance goals of the Department;

- Mentor and manage Group Leaders within the Department and ensure PDF completion for all staff. Provide honest and fair evaluations of performance, set clear expectations, engender a culture of excellent performance and advise on and support training and career development goals.
- Manage staff issues in a timely and fair manner within University of Melbourne Guidelines.
- Ensure that supervisors are managing workload and wellbeing of staff within the Department.
- Create an environment where staff can accelerate personal growth and work towards achievement of career goals including promotion.
- Model the behaviour that is expected from staff in the University.
- Support the University's Equity and Diversity Strategy.

# 2.1 DEPARTMENTAL OPERATIONAL ACTIVITIES AND SERVICE QUALITY

- Lead, manage and engage the people and resources of the Department of Veterinary Clinical Sciences.
- In collaboration with the Head of School and other senior leaders, take a leading role in managing the operations of the Werribee Campus.
- Manage the operations of U-Vet Werribee Animal Hospital and all other clinical resources, using efficient and effective business practices.
- Collaborate with the Head of School to:
  - ensure operations of the Department and of U-Vet are managed within budget
  - prepare annual budgets
  - develop and implement the strategic plan for U-Vet
- Manage relationships with University, Faculty and key external stakeholders; referring veterinarians, suppliers, local government authorities and key clients.
- Evaluate the impact of clinical activities within U-Vet on teaching outcomes and resources.
- Ensure optimal management of medical records, pharmacy and materials, technical services, client relations and personnel management.
- Ensure that U-Vet complies with VSAAC, AVMA, and RCVS guidelines for accreditation of the professional Doctor of Veterinary Medicine (DVM) program.
- Ensure U-Vet maintains ASAVA Hospital Accreditation.
- Ensure that U-Vet and its staff meet all legislative requirements for the practice of veterinary science in Victoria.
- Ensure that U-Vet is represented, as required, to the Veterinary Practitioners Registration Board of Victoria.
- Ensure that all contracts and agreements by U-Vet are negotiated appropriately, adhere to University Policy legal requirements and are recorded and archived.
- Prepare and implement policies and procedures for the operation of the U-Vet.
- Collaborate with the Head of School and other key stakeholders to develop and implement the strategic plan for the U-Vet
- Ensure the U-Vet complies with the University of Melbourne Enterprise Agreement, Code of Conduct, ethical policies and procedures and relevant contemporary human

- resource practices and principles, including workplace health and safety, employment equity and anti-discrimination requirements.
- Collaborate with the Faculty's Advancement Manager on fundraising for the U-Vet including growing the Friends of the Hospital program.
- Collaborate with the Faculty's Marketing Manager in planning and implementing the U-Vet marketing and engagement strategies.

# 3. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants <u>must</u> address the following Criteria in their application. Please visit the University website how to address Essential Selection Criteria

#### 3.1 ESSENTIAL

# As Professor in Veterinary Medicine

- A veterinary degree and general registration with the Veterinary Practitioners Registration Board.
- A PhD or equivalent, awarded in a relevant discipline.
- Demonstrated evidence of an outstanding record as an academic leader and preeminence as a scholar of international standing and be widely recognised for outstanding achievements in academia.
- Excellent communication skills in English, written and oral, appropriate for scientific audiences as well as excellent organisational and administrative abilities and strong inter-personal skills with exceptional skills in the use of modern technologies for teaching and communication of scientific results
- Demonstrated ability to attract and sustain research funding from local, national and international sources and the ability to make an independent contribution through professional practice and expertise by leading, coordinating, managing and mentoring activities of other staff and research teams.
- Demonstrated ability to provide leadership and foster excellence in others, as well as policy development in veterinary medicine within a large institution as well as within the community, professional, commercial sectors and industry bodies.
- Demonstrated evidence of significant leadership and contribution in driving new engagement initiatives and/or leading existing initiatives.
- Demonstrated evidence of the ability to create and maintain a work environment that promotes collaboration, joint planning and sharing of knowledge.
- Demonstrated excellent ability to foster linkages within the profession and with other disciplinary areas, industry, government and the community.

# In addition to the above, as Head of Department

- Demonstrated significant experience in change management including development and implementation of strategic, budget and financial plans and taking responsibility for the outcomes.
- Demonstrated ability to set and implement short, medium and long term strategic goals.

- Demonstrated excellent commitment to maintaining high workplace morale and actively promote employee engagement
- Eminent ability to lead, engage and manage staff across all levels, to achieve consistent, high-quality delivery of services
- Significant managerial experience in a medium sized, complex organisation such as a large veterinary hospital, medical facility, or similar organisation with an understanding of the requirements of veterinary/medical practice and practice management.

#### 3.2 DESIRABLE

NIL

#### 3.3 SPECIAL REQUIREMENTS OF THIS POSITION

- As the Faculty of Veterinary and Agricultural Sciences is located over several metropolitan and regional campuses, staff may be required to travel to, or work from, other sites and campuses as required.
- Current Victorian Driver's licence

# 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 deserve to service 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/topics/responsibilities/

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

# 6. Other Information

# 6.1 FACULTY OF VETERINARY AND AGRICULTURAL SCIENCES

# http://fvas.unimelb.edu.au/

The Faculty of Veterinary and Agricultural Sciences was formed in July 2014 through the merger of the former Faculty of Veterinary Science and the Department of Agriculture and Food Systems. The new Faculty creates opportunities for closer research collaborations and the formation of interdisciplinary teams to address major issues in veterinary and agricultural sciences. The Faculty's core teaching, postgraduate training, research, clinical consultancy and industry development activities are delivered at the Parkville, Werribee and Dookie campuses.

Our interdisciplinary approach applies scientific, social, political and economic perspectives to address the needs of both human communities and the natural environment. We address the issues of climate change, food production and food security, crop, plant and soil health, water management, sustainable use of resources for agriculture, animal health and disease and other problems challenging key decision makers today.

Our academic staff engage with government and industry to investigate critical societal issues and the faculty is home to University research centres dedicated to this work. They include: Animal Welfare Science Centre; Primary Industry Climate Challenges Centre; Centre for Animal Biotechnology; Centre for Equine Virology; and the Asia-Pacific Centre for Animal Health', in which the University is a core partner. Research within the Faculty has led to some outstanding outcomes including: increased agricultural productivity; vaccines and diagnostic products that have been commercialised throughout the world; enhanced animal welfare; improvements in public health; and contributions to basic understanding of animal biology.

The Faculty is the only provider of registerable Veterinary Science courses in Victoria and one of only a small number of Universities doing so in Australia. The Bachelor of Agriculture and Bachelor of Food Science along with coursework masters in Agricultural Sciences and Food Science offers one of the most comprehensive educational programs in agricultural and food science in Australia.

#### 6.2 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.

# 6.3 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.

# 6.4 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

# The Leadership Roles of Melbourne Professors



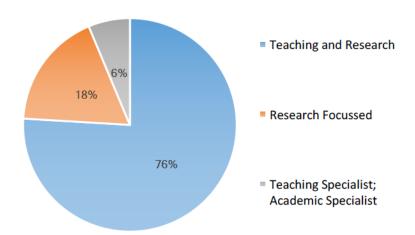


The rank of University of Melbourne professor brings with it expectations of distinguished leadership within and beyond the University. As the roles and activities of Melbourne professors are highly diverse, their leadership contributions are made in a variety of ways. This document frames the leadership expectations for professors and highlights the differing domains in which they may exercise influence for the betterment of the University and society.

Professors who, upon retirement or resignation, have provided distinguished and sustained service to the University through scholarship, intellectual and institutional leadership and have created an enduring legacy may be recognised with an appointment as Professor Emeritus.

The University of Melbourne has a large and diverse professorial community. The University has some 700 salaried professors (of which 30% are women and 70% men), constituting approximately 16% of the overall salaried academic staff. In addition, over 1000 honorary professors collectively make an extraordinary contribution to the University's research, teaching and engagement across faculties and graduate schools, affiliated hospitals and research institutes.

# University of Melbourne salaried professors (2016)



Regardless of the specific nature of their appointments and roles, all Melbourne professors are expected to be ambassadors for the University who advance the capacity and standing of the institution. This can be achieved in a number of ways. For many professors, their leadership contributions are research-focussed; for others, it may be through teaching, learning or engagement; for many, it is a combination of these.

The leadership of professors is of course essential to achieving international excellence for the University. Melbourne professors have global and national prominence as intellectual leaders in their fields. It is expected that professors will work within and beyond established boundaries and discipline norms to produce research and teaching of the highest standard.

Melbourne professors also make distinguished contributions to shaping and advancing undergraduate and graduate teaching in their department and faculty, as well as the wider University. As inspirational teachers, professors serve as role models and mentors to students and academic staff and lead the achievement of world-class graduate attributes and educational outcomes for Melbourne's students.

The Melbourne professoriate includes professors who are prominent and critically-engaged public intellectuals who make authoritative contributions to government, industry, business and communities that improve society, creating an institutional environment that values and harmonises academic quality alongside societal impact and influence. Melbourne's Enterprise Professors make particular contributions that build the University's engagement with industry, business and government.

Professors of the University of Melbourne may make formal leadership contributions, such as through designated management and governance roles at faculty and University-wide level. Less formally, all professors are expected to be exemplary leaders of both academic and professional staff. They should actively develop others and actively contribute to the life of the University.

Professors are also expected to uphold and symbolise the highest levels of ethical practice and academic and professional integrity and to serve as role models in their relationships with students, professional staff and academics at all levels.

Examples of professorial leadership include:

- Professors may help early career academics and the University's students to forge influential research
  careers of their own. Actively nurturing and developing the research skills of other researchers,
  professors lead collaborative research teams, secure research grants that build institutional capacity and
  create opportunities for younger staff to meet and work alongside senior colleagues.
- Professors may make important contributions to education policy and practice through influential
  scholarship on teaching, learning, curriculum and assessment. Providers of expert educational advice to
  government and peak bodies, many professors influence national and international educational thinking
  and policy. At the University, Professors may build the nexus between teaching and research, establish
  curricula and teaching that is engaged with industry, business and communities, create work-integrated
  learning opportunities and introduce educational innovation.
- Beyond the University, many professors lead national and international academic, professional and
  community organisations and make intellectual contributions of significant value to public discourse,
  culture and institutions. The University strives to be one of the finest in the world in its engagement with
  society and commitment to public value, and professors may lead and serve on expert committees,
  participate in national and international reviews and lead community engagement and development
  programs.

Endorsed by: University Appointments and Promotions Committee Date: April 2017