



## POSITION DESCRIPTION

School of Social and Political Sciences and Melbourne School of Government  
Faculty of Arts

### Professor/Associate Professor in Public Management and Public Policy

POSITION NO	0029426
CLASSIFICATION	Level D/E
SALARY	Level D: \$145,685 - \$160,500 p.a. Level E: \$187,654 p.a. Level of appointment is subject to qualifications and experience
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing position available from 1 July 2018
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
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 Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
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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 School of Social and Political Sciences is at the forefront of teaching and research in the social sciences in Australia. The School has a team of dedicated academic and professional staff in the disciplines of Political Science, Criminology, Anthropology and Development Studies, and Sociology as well as our allied research centres providing a dynamic and rewarding environment for staff and students.

The Melbourne School of Government is a whole of University interdisciplinary school bringing together expertise from Law, Arts and Business and Economics to deliver professional level education. With research expertise in public management, public policy, regulation and governance, and politics and democracy, we provide an enriching and diverse work environment. The School is an anchor institution of the Public Policy Precinct that seeks to connect the University's wider activities to governments, regulators and industry.

The Professor/Associate Professor in Public Management and Public Policy will bring internationally recognised expertise, outstanding research and scholarship, innovative teaching methods, and exceptional engagement and outreach skills in public policy, public administration and management. The position is a joint appointment between the School of Social and Political Sciences and the Melbourne School of Government for three years with an underlying ongoing position in the School of Social and Political Sciences.

The successful applicant will join a collegial group of public policy, governance, and public management scholars and contribute more broadly to the two Schools. The incumbent will also engage with a range of external interests and partners through both Schools. The incumbent's teaching responsibilities will include teaching and contributing to curriculum development in the Master of Public Policy and Management and Directorship of the Master of Public Administration. They will be expected to supervise research theses in the honours, postgraduate diploma, coursework masters, and research higher degree programs, make a significant contribution to the research reputation of the Schools, and participate in engagement activities on behalf the Schools and the broader university.

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

### **1.1 TEACHING**

- ▶ A portfolio of teaching in both of the School's postgraduate programs, particularly the Master of Public Policy and Management and the Master of Public Administration, and possibly the School of Social and Political Science's undergraduate public policy streams.
- ▶ Director of Education at the Melbourne School of Government.
- ▶ Preparation and delivery of lectures and seminars as appropriate and in line with Faculty of Arts minimum thresholds for teaching satisfaction
- ▶ Initiation, development and review of subject material at the postgraduate and undergraduate levels.
- ▶ Consultation with students.
- ▶ Marking and assessment.
- ▶ Administrative tasks associated with the subjects taught.
- ▶ Program and subject coordination.
- ▶ Supervision of honours students and postgraduate coursework students as required.

## 1.2 RESEARCH

- ▶ The conduct of research leading to high quality publications in leading internationally refereed journals in line with Faculty minimum expectations.
- ▶ Coordinating one of the research streams and associated funding within the School of Government.
- ▶ Winning competitive research funding.
- ▶ Participation in the research activities of the two Schools.
- ▶ Supervise research higher degree students.

## 1.3 ENGAGEMENT

- ▶ Engagement and cultivation of close links with key stakeholders.
- ▶ Involvement in professional activity, including participation in meetings of professional societies.
- ▶ Development of strong links with government and non-government organisations locally and abroad.

## 1.4 SERVICE

- ▶ Provide leadership in the disciplines of the Schools including in curriculum development.
- ▶ Meetings and committee work within both of the Schools and the wider university community, as appropriate.

# 2. Selection Criteria

## 2.1 ESSENTIAL

- ▶ A completed PhD in Public Management, Public Policy or a closely allied discipline.
- ▶ Outstanding research record in public policy and public administration as demonstrated by international recognition and high quality publications;
- ▶ A proven ability to attract international and/or national competitive research funding;
- ▶ Proven ability for excellence and innovation in teaching and particularly in team-teaching, and strong computer literacy in line with the University's commitment to e-teaching and e-learning.
- ▶ Proven ability in creating and advancing a collegial environment within and between disciplines through positive interaction with academic and administrative staff
- ▶ Proven ability to attract and supervise higher degree research students to timely completion.
- ▶ Proven initiative in and commitment to identifying, collaborating and engaging with a wide range of external interests including public bodies, businesses, not-for-profits and communities on research and/or learning.
- ▶ Proven ability to create a high public profile and be influential with policy makers.

### ***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/people/community/responsibilities-of-personnel>

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**

School of Social and Political Sciences:

<http://arts.unimelb.edu.au/ssps>

The School of Social and Political Sciences is at the forefront of teaching and research in the social sciences in Australia. We have a team of dedicated academic and professional staff in the disciplines of Political Science, Criminology, Anthropology, Development Studies and Sociology as well as our allied research centres providing a dynamic and rewarding environment to further your studies.

The School offers a wide range of courses and programs in areas including criminology, development studies, international studies, political science, public and social policy, socio-legal studies, anthropology and sociology. Our courses are concerned with how we make sense of the world in which we live, the current challenges we face and how both

Australian and international political, legal and social institutions ought to respond to complex problems which face us in an era of globalisation and rapid social change.

Our students move on to careers in a wide range of areas including local, state and federal government, non-governmental organisations, the media, education, justice, and further academic research.

Further information is available at <http://ssps.unimelb.edu.au>.

Melbourne School of Government:

<https://government.unimelb.edu.au/>

The Melbourne School of Government is an externally focused School hosted by the Melbourne Law School. The School was established in 2013 to support, profile and extend the University's teaching and learning, research and engagement capabilities in the fields of policy, public administration and governance, and embraces all those who work in or with government.

The Melbourne School of Government provides a platform for informed, independent debate on contemporary issues of great significance to the future of Australia and our region. By bringing together expertise from across the University with that of the public, private and not for profit sectors the School works to develop workable and sustainable solutions to contemporary challenges.

Working across boundaries, the School inspires and nurtures future generations of leaders devoted to public service in all its forms and committed to improving our world. In its educational ethos, it is attentive in the development of its curriculum not only in relation to contemporary policy problems but also to the tools and methodologies of institutional development. Furthermore, it equips its graduates with skills that allow them to draw on both specialist and disciplinary input and manage engagement with diverse actors and organisations.

The School engages with those who work in and with government in a variety of ways. Our teaching programs offer first class graduate education. In addition our developing Executive Education program provides bespoke support for senior professionals interested in addressing the next challenges for public policy and public service. All of our work is grounded in rigorous and accessible research that is based on active engagement with experts in practice.

## 5.2 BUDGET DIVISION

<http://arts.unimelb.edu.au/>

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, the Faculty of Arts is one of Australia's oldest and largest faculties with approximately 400 staff and 8000 students engaged in over 900 subjects in more than 40 areas of study. 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, 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 Sciences

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](http://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>