



POSITION DESCRIPTION

School of Languages & Linguistics
Faculty of Arts

Head, School of Languages & Linguistics

POSITION NO	0022912
CLASSIFICATION	Professor (Level E)
SALARY	An attractive remuneration package will be negotiated.
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	<p>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 external candidate will simultaneously be offered an appropriate continuing appointment in his or her discipline and will retain that position on conclusion of the Headship.</p> <p>Internal candidates will resume their substantive role on conclusion of the Headship.</p>
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	PLEASE DO NOT apply via the University website. Application should be submitted to The Insight Group, Executive Search Consultants. Cover letter, CV and a document addressing the selection criteria should be emailed to applications@insightgroup.com.au
CONTACT FOR ENQUIRIES ONLY	<p>Dr Rohan Carr Email rohancarr@insightgroup.com.au</p> <p>Ms Emily Witts Email emilywitts@insightgroup.com.au</p> <p>Ph: +61 3 96543288</p> <p><i>Please do not send your application to this contact</i></p>

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 the School of Languages & Linguistics. The successful applicant will have a strong research and teaching record in the area of European languages (French, German, Italian, Russian and Spanish) and/or Linguistics, Applied Linguistics and/or English as a Second Language, 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 his or her 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 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 different discipline groups and programs across the key areas of learning and teaching, curriculum design, research and research training, community engagement and alumni development. The School values inter-disciplinary teaching and research and the Head will 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 in one or more disciplines in the School. The School hosts the following teaching and research programs; French, German, Italian, Russian, Spanish and European Studies, as well as Linguistics, Applied Linguistics and English as a Second Language. Preference may be given to an applicant with experience and expertise that will complement the existing teaching and research strengths of the School.

1. Specific Responsibilities include

1.1 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.

1.2 SCHOOL GOVERNANCE

- ▶ The maintenance of a suitable School organisational and consultative committee structure 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.

1.3 STAFF GUIDANCE AND MANAGEMENT FOR PERFORMANCE

- ▶ Maintaining and fostering a collegial atmosphere and encouraging effective and dynamic working relationships among School staff, including the alignment of academic and non-academic teams;
- ▶ Partnering with the School Manager and other school administrative staff to ensure implementation and delivery of strategic and operational objectives;
- ▶ 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 ethical conduct in and by the School, including ethical use of communications networks.

1.4 FINANCIAL AND INFRASTRUCTURE MANAGEMENT

- ▶ 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 through teaching, research, engagement and advancement developments;
- ▶ 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 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A strong commitment to the importance of teaching at all levels and to innovation in curriculum design and teaching methods, together with a distinguished personal contribution to teaching;
- ▶ Scholarship and research of international standing in at least one of the disciplinary fields of the School;
- ▶ Demonstrated ability to provide leadership in fostering excellence in scholarship, in promoting research and research policy and in encouraging and developing research training;
- ▶ Excellent management skills, including knowledge of budgeting and business planning and the capacity to use these skills to successfully align resources with the strategic goals of the School and Faculty;

- ▶ Evidence of successfully promoting and representing a School, Department or Faculty within a University and externally;
- ▶ Leadership experience in wider community affairs, particularly those related to the School's research and teaching programs;
- ▶ Evidence of the capacity to foster a collegial culture and a commitment to the well-being of staff;
- ▶ Management experience in staff supervision, senior academic management experience and demonstrated achievements in financial management;
- ▶ Active engagement in senior academic governance.

2.2 DESIRABLE

- ▶ Demonstrated commitment to inter-disciplinary research and teaching and learning;
- ▶ Capacity to develop and implement strategies/initiatives in support of institutional priorities and targets, particularly in relation to undergraduate and graduate programs and research training (e.g. curriculum reform; revenue strategies, etc);

3. *Special Requirements*

- ▶ None

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 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/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://arts.unimelb.edu.au/soll>

6.2 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, 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

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>