



## POSITION DESCRIPTION

### Melbourne Graduate School of Education

## Deputy Dean, Melbourne Graduate School of Education

POSITION NO	0045098
CLASSIFICATION	Professor, Level E
SALARY	Attractive remuneration package will be negotiated with the successful applicant
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing Teaching & Research
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 Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Jim Watterston Enterprise Professor, Education Systems Dean, MGSE Tel + 61 3 834 4833 Email <a href="mailto:jim.watterston@unimelb.edu.au">jim.watterston@unimelb.edu.au</a>  <i>Please do not send your applications to this contact</i>

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 Deputy Dean is a key academic leader in the Melbourne Graduate School of Education (MGSE) and manages the operational deployment of academic staff and resources to ensure the realisation of the School's strategic goals. Together with the Dean, the Deputy Dean actively contributes to developing, refining and communicating the School's strategy, policy, business plans, and future direction. This includes identifying needs, participating in the review and creation of new programs in collaboration with other areas, and providing advice to senior officers of the University.

The Deputy Dean also provides leadership in curriculum, program development and student support ensuring a high-quality experience for students. The Deputy Dean is a well-respected educator who maintains an active teaching and research role and is a specialist within their field. The Deputy Dean is also an experienced academic leader with the vision and capacity to help shape and build the Graduate School of Education, who leads by example and encourages and supports staff in the delivery of excellence.

The Deputy Dean reports to the Dean, and is a member of the MGSE Executive. The Deputy Dean works closely with the Associate Deans to facilitate a collegial, productive and safe working environment within the School and broader University, and is supported by professional staff, and relevant central offices.

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

### **1.1 LEADERSHIP AND SERVICE**

- Collaborative leadership of the School's academic initiatives, championing key objectives through close working relationship with the Dean, and MGSE Executive;
- Contribute to the enhancement of the School's international academic reputation in teaching excellence, to ensure optimal activity at the School and University level;
- In consultation with the Dean and Executive team, lead the planning of future academic staffing needs and manage the implementation of change, allocating duties to academic and professional leaders to ensure the effective and efficient performance of the School's teaching, research and service functions;
- Work closely with the Associate Deans and Professoriate to ensure excellence in the support of high quality academic programs, enhancing and maintaining international excellence in the School's teaching;
- Encourage the pursuit of excellence and innovation in teaching and learning and in research, provide oversight and guidance on matters relating to these;
- Foster the guidance and professional development of academic staff (including induction of new staff and appropriate career development and guidance support for staff on probation) within the School;
- Identify and exploit strategic engagement opportunities with industry and government partners with the aim of further growing research and developing commercial income streams. Initiate and be successful in applications to internal and external funding bodies to support innovation and developments in higher education;

- Contribute to the development of strong engagement and knowledge partnerships culture in the Faculty and develop strategies to assist staff in furthering their existing and developing new industry, government and community networks and partnerships;
- Support the Dean in promoting global mobility opportunities for undergraduate students of the Faculty. Ensure increased participation rates as per the targets in the School Business Plan; and
- In collaboration with the Dean and Executive team, monitor performance against financial and non-financial targets in the School's budget and business plan.

## 1.2 STRATEGIC DEVELOPMENT

- Provide leadership in the strategic workforce planning of the School. Together with the Dean and School Executive Director, ensure the appropriate governance of the School and the ongoing review of its strategic direction. This includes compliance with legislation, policy and regulation, EH&S requirements, University financial management and reporting requirements;
- Working closely with the Associate Dean Teaching and Learning, contribute to the development and implementation of the School's Teaching and Learning Plan and other strategies for the continuous improvement of the quality of teaching and learning and student support in the School, overseeing University and School partnerships designed to enhance student experience both within Australia and internationally;
- Identify and manage a range of strategic relationships for the School, developing and maintaining alliances with appropriate organisations to plan collaboration with external stakeholders including industry consultative bodies; and
- Contribute to the development of the School's external engagement framework, particularly in relation to curriculum development and industry based learning, identifying ways that the contributions of industry and government can be integrated into the academic programs.

## 1.3 RESEARCH AND TEACHING & LEARNING

- Maintain an academic research profile, in line with MGSE's research active guidelines; and
- Prepare and deliver lectures, tutorials and seminars, including technology-based delivery methods.

## 1.4 COMMITTEE MEMBERSHIP

- Participate in all relevant University and School committees, deputise for the Dean and represent the interests of the School within the University through active engagement with the Academic Board and other groups and committees;
- Provide reports to MGSE Executive on School strategic objectives and projected outcomes;
- Provide advice to the Dean on all matters relating to academic staff and chair non-professorial confirmation, promotion and selection committees for the School;

- Deputise for the Dean when required, including representation on committees, liaison with industry, stakeholders and alumni, partnerships with affiliated organisations and undertaking delegations as required.

## **2. Selection Criteria**

### **2.1 ESSENTIAL**

- Relevant doctoral qualification;
- A demonstrated excellence in providing high level leadership and management, including the ability to lead senior academic staff in a complex environment, positively contribute and influence others, and a sound understanding of academic performance management practices and approaches;
- Recognition as an eminent authority within a research discipline, with an outstanding internationally recognised record of innovative research and scholarship demonstrated by a strong record of publication in leading international journals, research manuscripts, conference presentations etc.;
- Demonstrated ability to plan at both strategic and operational levels with the organisational skills to ensure the delivery of complex programs and services, including expertise in policy formulation and planning, high level judgment and analytical abilities, and demonstrated outstanding financial and analytical skills;
- Superior communication and stakeholder management skills, with the ability to identify collaboration opportunities and attract funding grants, facilitate communication between the School and key collaborators (such as industry, community, policy makers, government and academic peers) and the ability to motivate, persuade and negotiate with these organisations;
- Experience in bridging traditional disciplines and leading interdisciplinary collaborations, with demonstrated ability to establish networks effectively within the University;
- Proficiency in staff management and a demonstrated ability to motivate and lead colleagues to work collaboratively and effectively as part of a team, managing existing resources to maximum effect while building capacity for future;
- Established knowledge and understanding of the national education policy environment, with a demonstrated ability to research and analyse global trends in teaching and learning, and the strategic initiatives taken to address these.

### **2.2 DESIRABLE**

- Understanding of the University of Melbourne's teaching and learning strategies associated with the University's strategic plan, Growing Esteem, and the implementation of the Melbourne Model;

## **3. 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.

## 4. Other Information

### 4.1 MELBOURNE GRADUATE SCHOOL OF EDUCATION

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

#### *Our Vision:*

A society in which education enables full and equitable participation.

#### *Our Mission*

Through effective collaborations, we will deliver:

- ▶ relevant, high quality, high impact research
- ▶ research-informed, clinical teacher education that develops graduates with the capacity to inspire and improve individual learning outcomes
- ▶ outstanding quality postgraduate studies for professionals.

The Melbourne Graduate School of Education (MGSE) is Australia's number 1 and among the world's finest for Education (QS World Rankings by Subject).

MGSE is a hub of high impact research and teaching. Home to a number of internationally recognised experts, we are at the cutting edge of teaching and research in our field.

Part of the University of Melbourne's Parkville campus, we are based at 234 Queensberry Street and 100 Leicester Street. Our buildings are designed specifically for graduate education students, offering a range of contemporary learning and social spaces.

Our flagship Master of Teaching is based on a clinical approach to teaching, and is a significant shift away from traditional approaches to teacher education. We also offer a range of professional development and higher degree research courses for people working in education and related professions. Many significant research projects are based here, and we work closely with local, national and international partners on a wide range of projects across education and related disciplines.

For more information about us, visit: [education.unimelb.edu.au](http://education.unimelb.edu.au)

### 4.2 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>.

### 4.3 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.

#### 4.4 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>