

Rewarding careers at Melbourne

Candidate Information Pack



Associate Dean - Global Engagement, Faculty of Science



THE UNIVERSITY OF
MELBOURNE

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi-wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses) and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.



Message from Dean of the Faculty of Science

Wominjeka. Welcome to the Faculty of Science.

Our Faculty is a diverse and welcoming community of scholars, professional staff, and students, as well as donors, alumni, and collaborators. Our purpose is to benefit society through outstanding education, research and engagement. To support ambitious goals, we are growing through sustained investment in our people and state-of-the-art facilities. As you learn more, I hope you will be inspired to join us.

The University of Melbourne is Australia's Number One ranked university, and the Faculty of Science is a key contributor to this position. Our academics come from all over the world and span a wide range of research disciplines, with many world leaders in their fields, and outstanding educators, so we attract remarkable students.

The Faculty of Science is headquartered in the heart of Melbourne, one of the world's most liveable cities. Our busy and beautiful campuses include: historic Parkville, central to an intensive research precinct of international importance; Burnley, a hub for horticultural research and teaching, situated in heritage-listed gardens; Werribee, which houses our veterinary school; Creswick, a forested home for bushfire and ecosystems research; and Dookie, where agricultural research and education are applied in advanced farming facilities. Our infrastructure is excellent, and our ambitions are large.

We work across disciplines with communities, industries, and governments to address climate change and biodiversity loss, secure food supplies, and improve the health of all living things. We design new technology and use data wisely to enhance human lives and increase social justice and sustainability. We collaborate with businesses in Australia and internationally to move our innovations out of the lab and into the real world.

We are passionate about positively impacting the world, including training future leaders, thinkers and innovators. Our students are truly global and a focus for our Faculty is ensuring the best quality education that will lead to the best possible outcomes for the next generation.

As Australia's most comprehensive science Faculty, we are proud of the depth and breadth of our research and educational offerings, including 43 research disciplines and 50 courses.

Through our comprehensive and flexible range of programs, we are committed to delivering transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

We seek an exceptional academic and inspirational leader to fulfill the role of Associate Dean – Global Engagement. The Associate Dean will play a pivotal role in shaping and extending our international engagement, partnerships, reputation, and recruitment, in alignment with long-term strategic objectives. Our Faculty is committed to international engagement because we place high value on global perspectives in research and education and our international students are of critical importance to the University.

We nurture our academic staff throughout their careers and foster an inclusive culture that supports work/life balance and flexibility. We strive for excellence, tackling the biggest scientific challenges and the most complex questions.

We know that excellence comes in many forms, spanning ways of thought, cultural and ethnic backgrounds, gender, and other dimensions. We strongly encourage members of under-represented groups to apply. Applications will be assessed in the context of 'relative to opportunity' factors. If our vision inspires you, our excellence excites you, and you see yourself growing your impact with ours, we would love to hear from you.

Regards

Moira O'Bryan
Dean, Faculty of Science





We're looking for eminent leaders with a commitment to collaboration and collegiality.

Joining the academic circle at the University of Melbourne offers opportunities to engage in research, teaching, and scholarly endeavours that contribute to advancing knowledge and shaping the world's future. It's a chance to collaborate with diverse minds, contribute to innovative research, and be a part of a community committed to making a positive difference.

Faculty of Science

A truly comprehensive Faculty of Science, we enjoy state-of-the-art facilities and more than 160 years' experience in discovery and innovation. We are the highest ranked university in Australia and a leading science faculty.

The faculty comprises seven Schools: Agriculture, Food & Ecosystem Sciences; BioSciences; Chemistry; Geography, Earth & Atmospheric Sciences; Mathematics & Statistics; Physics; and Veterinary Science.

Our strength is our depth and breadth of expertise. We are Australia's most comprehensive science faculty, with 900 academics covering 43 research disciplines and teaching 50 courses. We are guided by our values of integrity, collaboration, innovation, professionalism and inclusion.

The faculty is dedicated to delivering transformative educational outcomes and offers a range of undergraduate, honours, graduate and research degrees, enrolling more than 15,000 undergraduate and graduate students and more than 850 PhD candidates.

As Australia's leading University, we have strong international relationships and a global perspective to solving the issues that matter most. The Faculty of Science has more than 30 research partnerships globally, including across Europe, the Americas and Asia.

The Faculty is currently home to over 6,000 international students across our degrees. In 2016, the Bachelor of Science (Blended) was launched to support reputable higher education institutions in India to deliver an innovative three-year curriculum. In March 2023, the University also launched a Bachelor of Science Dual Degree program with three long-standing partners in India. The dual degree is just one of the innovative education solutions offered by the University of Melbourne to provide flexible pathways for international students to complete their studies.

The Faculty is proud to support global education and research solutions and produce graduates who are ready to lead on the global stage.

Based in Victoria, Australia, we work across metropolitan and regional campuses, providing diverse perspectives and opportunities that benefit our teaching and research.

Parkville Campus is the faculty's 'mothership', providing experts across all our scientific disciplines with world-leading research, facilities, services, and technology platforms. Burnley Campus, in the heritage-listed Burnley Gardens on the Yarra River, focuses on plant sciences, green infrastructure, sustainability and climate change.

Creswick Campus is a centre for bushfire and forest research and is equipped with analytical and conservation laboratories. Dookie Campus is a 2,440 hectare property where researchers can engage with the agricultural industry, test innovations, and develop solutions in plant and animal health, farming, food, and agribusiness.

Werribee Campus is our home for veterinary sciences, One Health and conservation biology, and the Melbourne Veterinary School, the only training centre for veterinarians in Victoria.

The faculty is also custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute, the Indigenous Knowledge Institute, the Melbourne Energy Institute, the Oceania Institute, the Melbourne Biodiversity Institute, the Stawell Underground Physics Laboratory for dark matter, and is home to numerous Centres.



The position

The University of Melbourne highly values the diversity of our staff and student cohorts and the international nature of our research and partnerships. The Faculty of Science seeks an ambitious leader to continue growing our global profile and impact.

We have reconfigured the Associate Dean – Global Engagement role to encompass the full spectrum of our international endeavours. The Associate Dean will be pivotal to the strategic direction, oversight and management of international student recruitment, partnerships, engagement with alum and broader outreach.

Working closely with the Faculty Executive, other Associate Deans, course directors, professional portfolio leads, and colleagues across the University, the Associate Dean will develop and implement strategies that elevate the international reputation, reach and impact of our Faculty's research and education. This work must align with the University's Advancing Melbourne Globally strategy and other long-term research, education and outreach objectives.

The role requires a strong leader with strategic foresight and excellent communication and diplomacy skills, capable of productive collaboration with diverse stakeholders including foreign educational and research institutions, governments, and other international organisations.

This full-time position comprises the Associate Dean role (0.8FTE) and a School-based role (0.2FTE) in an academic discipline encompassed by one of the seven Schools of the Faculty. If the successful applicant is from a non-traditional role, an Enterprise Professor role can be explored. The successful applicant will report to the Dean of Science.



Job description:

Key duties and responsibilities

Role

Associate Dean - Global Engagement

Location

Parkville Campus, Melbourne, Australia

Salary

Level D or Level E

Salary to be negotiated

Plus employer superannuation contributions of 17%

Level of appointment is subject to qualifications and experience

Length of employment:

Fixed-Term 5 years

Full time (1FTE)

(0.8FTE Associate Dean and 0.2FTE School-based role)

The University of Melbourne is strongly committed to supporting diversity and flexibility in the workplace. Applications for flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.

Key Responsibilities

1.1 As Associate Dean Global Engagement

Lead the Faculty's International strategy development and implementation

- Develop, oversee and lead strategies that deliver on Advancing Melbourne 2030 and Advancing Melbourne Globally with a focus on international partnerships, international research collaborations, international student recruitment, and international teaching and learning.

Develop an implementation plan to drive the delivery of the international strategic plan for the Faculty of Science

- Champion and lead the Faculty's achievement of its international strategic goals with Faculty and Chancellery colleagues, internal and external stakeholders, and inbound and outbound delegations;
- Play a lead role in identifying priority regions and institutions for a research partnership to support the Faculty's broader strategic goals and the University's achievement of Advancing Melbourne Globally;
- Build and manage strong positive relationships and influence and motivate stakeholders to plan and make decisions on the key elements of the Faculty of Science's international strategy and partnerships;
- Make contributions to the Faculty's international marketing and communications strategy.

Drive undergraduate and graduate international student diversification

- Actively increase international market diversification across all Science undergraduate and postgraduate courses, with a targeted focus on the University's priority markets (India, Indonesia, Vietnam) and Faculty key markets (North America, Singapore and Malaysia), including through:
 - » Active and strategic engagement with potential students, university partners, government representatives and other stakeholders;
 - » Play a leading role in the consolidation of the BSc Blended program and BSc Advanced (Hons) into Asia;
 - » Exploring the viability and potential of future partnerships and student pathways including additional blended programs and Global Classrooms; and
- Play a key role in developing and building Faculty of Science internationally focused (Transnational) education (TNE) programs.
- Working closely with the Associate Dean of Graduate Programs and the Associate Dean Undergraduate and professional staff to support the strategic recruitment of high-calibre international students including through systematic engagement with international tertiary institutions and scholarship bodies.

Build the Faculty's impact in international research

- In partnership with the Associate Dean Research and Associate Dean Enterprise and Innovation, drive the identification and development of high-quality international research partnerships;
- In collaboration with the Associate Dean Research and Associate Dean Enterprise work to increase international funding for research.

Build the Faculty's international reputation

- Develop and implement strategies to elevate the Faculty's international profile.
- Foster international interdisciplinary and engagement activities and guide the Faculty's international engagement team
- Facilitate global connections for students and staff to enhance and promote the success of the Faculty of Science on an international scale through Student Mobility programs
- Improve the international student and staff experience
- Represent the Faculty of Science on Chancellery-level international committees, inbound and outbound delegation visits, and in other engagements with overseas universities to extend the Faculty's strategic range of government and institutional collaborations and agreements, and further diversifying student flows.

Represent the Faculty

- Act as the Dean's proxy, participating in committees and attending significant events as necessary, including representing the Faculty overseas.

1.2 School-based roles (0.2 FTE)

- The balance between research, education and leadership will be negotiated on an individual basis and informed by prior experience and achievements.

1.3 Leadership and Service

The appointee will be expected to:

- Lead by example and ensure the values, standards and expectations for appropriate behaviour in the workplace and the best interests of a leading University are upheld, as well as the University's commitment to a diverse and inclusive workplace.
- Participate and lead in activities that strengthen the links between the University and the community which help in the dissemination and utilisation of knowledge
- Actively promote the strategic goals of the Faculty of Science.
- Foster a harmonious workplace environment that is conducive to productivity, promotes creativity and rewards and recognises individual and group achievement.

1.4 In addition to 1.2 an applicant appointed at Level D or Level E will be expected to:

Where applicable:

- Actively manage staff, ensuring you have regular conversations with your staff and are providing balanced and constructive feedback to enhance staff and team performance.
- Provide coaching, guidance and support for career planning, ensuring staff have access to appropriate professional development activities.
- Understand your responsibilities associated with approving staff leave and ensuring leave is approved in line with operational requirements.
- Ensure new staff participate in the university's induction program and provide a localised work area orientation.

Selection Criteria

Essential

- A doctoral degree in a discipline of science relevant to the Faculty of Science at the University of Melbourne or other relevant experience at high level. Applicants from a non-academic background will be considered for appointment as an Enterprise Professor or Enterprise Associate Professor.
- Exceptional interpersonal and communication skills, with proven success in working collaboratively with diverse international stakeholders including academic institutions, industry, community, policy makers and government.
- Capacity for, or experience in, the development and successful implementation of sustainable and impactful Transnational Education (TNE) and/or Transnational Research (TNR) programs with global partners.
- Demonstrated inclusive leadership and negotiating skills and a successful record of working consultatively and collaboratively to achieve the key objectives within budget and specified timelines
- High level diplomatic skills coupled with the ability to build strong and meaningful relationships with key internal and external stakeholders, and create a network of influence that delivers results
- A strong understanding of the Australian education system, and an ability to master the specifics of the Melbourne Curriculum.
- Understanding of the working knowledge of challenges in higher education in relation to international engagement
- Experience in leading sustainable international partnerships and collaborations in cross-cultural contexts.
- Ability to work constructively with broad research stakeholders.
- Ethical leader who values diversity and works effectively with individual differences.

Other job-related information

- This position requires the incumbent to hold a current and valid Working with Children Check.
- International travel will be required.



Excellence in Research

The Faculty of Science is focused on big challenges, where our deep expertise and interdisciplinary partnerships across the Faculty, University, Australia and the globe have the potential to transform our world. We also sustain a thriving culture of fundamental discovery science to advance human scientific knowledge and answer the key questions in our universe. We encourage curiosity and ambition to explore new frontiers.

This is partly why we employ a diverse community of leading researchers from around the world and why they trust us to nurture their careers. Our 900 academics and 850 PhD candidates produce more than 3,000 research publications annually and are involved in more than 650 government and industry partnerships at local, regional and global levels.

Researchers, visitors and collaborators with the Faculty of Science have access to cutting-edge technology platforms, facilities and research services, including experimental equipment, advanced analytical services and collaborative projects with other world-leading organisations across the globe. From advanced microscopy to bioinformatics and particle accelerators, our research platforms cover a wide range of disciplines and technologies.

We leverage our unique catalogue of knowledge, skills, techniques, equipment, spaces, software, libraries, collections, livestock, crops, gardens, samples, datasets and collaborations to drive innovation and tackle the biggest challenges facing our world.

“We do not constrain individual creativity but aim to be a place for discovery and ambition to explore new frontiers.”





Equal opportunity, diversity and inclusion

The University of Melbourne 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. This commitment is set out in the University's Diversity and Inclusion Strategy 2030 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 differences in 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.

This will help 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 the University's Advancing Melbourne strategy.

Excellence comes in many forms. Diversity of thought, perspective and disciplines is essential to deliver globally leading science. Our faculty's focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, education and serve diverse national and global communities.

We are committed to providing a supportive, inclusive, and equitable environment for all staff, students and visitors. That is why we are increasing the diversity of our researchers and leaders through proactive, inclusive, and equitable recruitment and career-long support.

An important element of our education and learning is to acknowledge Indigenous connections to Country. We are committed to empowering Indigenous communities and making the Faculty of Science a more inclusive place for Indigenous people through robust research partnerships and engagement with communities.



Occupational health and safety

All staff are required to take reasonable care of their own health and safety and that of other personnel who may be affected by their conduct.

The OHS (Occupational Health and Safety) responsibilities applicable to positions are published at: safety.unimelb.edu.au/health-and-safety-contacts/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply to managers, supervisors and other personnel.



Working at the University of Melbourne

Our University

The University of Melbourne is a friendly, diverse community of students, academics and staff. We are world-renowned for the excellence of our research and for the warmth of our community. Established in 1853, we are a global leader in higher education and bring together the world's best minds to solve globally significant problems.

Our vision is to equip our students with a distinctive, future-facing education personalised around their ambitions and needs, enriched by global perspectives and embedded in a richly collaborative research culture.

Information about our strategic direction, Advancing Melbourne 2020 – 2030, can be found at: about.unimelb.edu.au/strategy/advancing-melbourne.

Our city

Melbourne is the capital city of Victoria and is the second largest city in Australia with a population of more than 5 million people. The Economist Intelligence Unit has rated Melbourne one of the world's most liveable cities based on its education, entertainment, health care, research and development, tourism and sport.

The City of Melbourne municipality, in which the University's main Parkville campus is based, covers 37.7 km² and has a population of more than 159,000 people. It includes the city centre and a number of attractive inner suburbs with thriving communities and businesses.

The City of Melbourne is recognised as Australia's cultural capital with a number of world-class galleries and museums, internationally renowned food and wine regions, and an impressive year-round calendar of events catering for all tastes.

Parkville campus

The Parkville campus provides easy access to cafes, shops and services, libraries with extensive collections, and cultural and sporting facilities. Nearby Lygon Street is home to a huge variety of restaurants and shops while the northern end of the University is adjacent to the popular Princes Park, hosting a range of outdoor activities.

The University is accessible by car, tram and train, with a new on-campus train station (Parkville) currently being built and expected to open in 2025.



Our benefits are above and beyond

Annual leave

Staff receive four weeks of paid annual leave for every 12 months, and 15 days of cumulative personal / carers leave. This can accrue if unused.

Superannuation - you're right, it is 17% p.a.

UniSuper is the super fund of choice for most staff in higher education. Staff are invited to join UniSuper. We pay 17% per annum (the standard general super guarantee in Australia is 11.0% [rising to 11.5% as of July 2024]).

Salary packaging - we can help you reduce your taxable income

Staff benefits on offer at the University include the opportunity to salary package everything from childcare and additional superannuation to subscriptions to the Melbourne Theatre Company. Benefits can be tailored to best suit individual needs and circumstances, including generous relocation support.

Other benefits

The University is a thriving community. There are many events and activities available to staff during the workday and after hours including free lectures, concerts and performances.

We have several car parks available for staff at reduced rates. You can elect to salary sacrifice or pay on a casual basis per day. If you ride, we have plenty of places for you to lock your bike safely under cover and showers are available.

The University has been recognised as an employer of choice for women and is one of 40 organisations to participate in the Science in Australia Gender Equity (SAGE) pilot program of Athena SWAN in Australia.

Parental and maternity leave

Having a child? (Including adoption)

Exciting news for new parents! Whether you're expecting a child or adopting, our university offers some of the most generous parental leave entitlements in the country. Regardless of how long you've been with us, you'll receive 26 weeks of fully paid parental leave. This applies to both maternity and partner (primary carer) leave. You'll receive a return-to-work bonus to help you transition back smoothly. We also offer concurrent leave, ensuring partners can support each other during this special time. Join our university community and experience unparalleled support for your growing family.

Keeping fit

Staff are encouraged to utilise the facilities on campus. You can participate in a wide variety of fitness programs and activities offered through Melbourne University Sport. There are staff memberships discounts to the fabulous gym, fitness classes and indoor swimming pool.

Our people

The University is committed to providing an intellectually stimulating and personally rewarding workplace which attracts people who are the best in their professional, academic and teaching fields.

Outstanding academic staff are at the heart of the University's teaching, research and engagement endeavours. We are proud of our many staff who have been recognised through prestigious national and international awards and through membership of Australia's learned academics.

Among the scholars of international renown at the University is the winner of the Nobel Prize (Physiology and Medicine) - Professor Peter Doherty and many other public intellectuals and scientific leaders.

How to apply

Please direct any enquiries and send your application directly to:

Dr Rohan Carr or Ms Emily Witts at The Insight Group at
applications@insightgroup.com.au or contact by phone
on +613 9654 3288.

Thank you
for your
consideration



THE UNIVERSITY OF
MELBOURNE

UniMelb on-demand



Get to know us better
in your own time