

Melbourne Centre for the Study of Higher Education
Melbourne Graduate School of Education

Director, MCSHE

POSITION NUMBER	0044413
UOM CLASSIFICATION /SALARY	Level E - \$199,922 per annum 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 Work focus category: Teaching & Research
HOW TO APPLY	PLEASE DO NOT apply via the University website. Applications should be submitted to The Insight Group, Executive Search Consultants. Cover letter, CV and a document addressing the selection criteria should be submitted to rohancarr@insightgroup.com.au or emilywitts@insightgroup.com.au
CONTACT FOR ENQUIRIES ONLY	Dr Rohan Carr, Director of The Insight Group or Ms Emily Witts, Principal of The Insight Group are managing enquiries relating to this appointment and can be contacted: Tel. +61 3 9654 3288 or emails rohancarr@insightgroup.com.au or emilywitts@insightgroup.com.au

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

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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, *Advancing Melbourne*, at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

MELBOURNE GRADUATE SCHOOL OF EDUCATION

The Melbourne Graduate School of Education (MGSE) fosters staff productivity, growth and engagement in a collective effort to enrich the contribution that education makes to society. We conduct research and teaching that leads to the transformation of education practice both within and beyond the profession. MGSE stimulates learning that enriches the potential of students from around the world, enabling meaningful careers and profound contributions to communities. We provide research leadership, setting the direction for high-impact, innovative and responsive research that addresses the pressing issues of our time. We lead purposeful engagement with society, sharing our resources and expertise as part of collaborative efforts to build a resilient, equitable and sustainable future.

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.

ABOUT THE ROLE

Position purpose:

The Melbourne Centre for the Study of Higher Education (MCSHE), is a leading national and international centre for higher education research. It is housed within the Melbourne Graduate School of Education (MGSE) and as such is major contributor to research and teaching within the School. MCSHE has a significant responsibility for the provision of professional development for staff in teaching and learning, research and engagement and leadership across the University of Melbourne. The Centre also plays an active role in research, publication, and support for the development of leadership and management in post-secondary education.

The position of Professor and Director is the principal lead of the activities of the Melbourne CSHE and contribute to leadership within MGSE. The Professor and Director will be an internationally distinguished academic in the field of higher education. He or she will lead programs of research in areas that are central to the research foci of the Centre: higher education policy; teaching, and learning; the student experience; or educational technology and the learning sciences. The appointee will have an outstanding track record in research including a demonstrated ability to attract substantial research funding and will have proven leadership qualities in fostering colleagues' excellence in research. He or she will have been the recipient of major competitive research grants, have a substantial publication record and have successfully supervised higher degree research students.

The appointee will also have a distinguished track record in teaching and learning, including recognised leadership in teaching and learning in higher education settings. The appointee will be expected to lead and contribute to the design, development and teaching of professional development programs for academic staff of the University in areas related to teaching and learning, research and engagement. The appointee will teach into award and non-award programs offered by the Centre; running seminars and workshops for staff; contributing to professional development events run by the Centre.

The appointee will be involved in a number of University and MGSE committees, particularly those related to teaching and learning and Higher Education policy and practice., In addition they will work closely with the university leaders in Chancellery Academic portfolio. The appointee will be expected to provide expert, evidence-based advice to the University community and make contributions to public policy debates in the area of Higher education.

Reporting line: Dean, MGSE

No. of direct reports: 4

No. of indirect reports: 20 to 30

Key Dimensions and Responsibilities:

Task level: Extensive

Organisational knowledge: Significant

Judgement: Extensive

Operational context: Academic Division

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

General expectations for this leadership position include the ability to foster excellence in research, teaching and engagement within the graduate school, institution, community, and profession. The successful applicant will be a recognised scholar with a record of original, innovative and distinguished contributions to research, teaching and engagement.

Learning and Teaching

- Respond to the University's strategies and policies for Teaching and Learning, engagement and leadership priorities to ensure the alignment of professional development programs of the MCSHE.
- Advance the relevance and academic standing of the professional development courses, activities and programs offered by the Melbourne CSHE.
- Contribute to teaching and learning strategies within MGSE.

Research (Advancement of the Discipline)

- Lead a program of research of excellence in the area of higher education that leads to research outcomes and outputs, including that are published in national and international publications.
- Attract significant research funding in the form of national competitive grants and consultancies.
- Contribute to the scholarship of teaching and learning of teacher education.
- Supervise postgraduate students undertaking research projects and/or research higher degrees and chair Advisory Committees.

Engagement

- Proactively and actively engage with relevant external education and community groups, including those from government and industry.
- Engage in ongoing professional development in the area of higher education and maintain knowledge of current research, resources and practice in this field.
- Actively engage in the academic life of MGSE.

Leadership and Service

- Provide academic and administrative leadership of the MCSHE, within the MGSE, and across the University, including through membership of committees and working groups.
- Provide expert leadership and advice to the University community on best practice in higher education.

- Contribute to the development of higher education policies and practices in the broader national sector.
- Support and mentoring for the career development of the staff of the MCSHE.
- Ensure the financial sustainability of the MCSHE.
- Lead, develop and grow the MCSHE through entrepreneurial activities.

Selection Criteria:

Essential

1. A doctoral degree in the field of higher education or in cognate discipline area.
2. An internationally recognised program of research and body of academic work, including significant publications in the field of higher education.
3. A record of gaining substantial competitive research grants and consultancies in higher education; and successfully managing research projects and research teams.
4. A record of success in teaching at university level, including the design of courses in higher education.
5. A demonstrated ability to design and conduct high quality professional development programs and resources for academic staff.
6. A demonstrated record of successful supervision of higher degree students.
7. A demonstrated ability to manage budgets.
8. Demonstrated capacity to work collaboratively with colleagues both within and outside the university.
9. Excellent leadership, interpersonal and communication skills.

Desirable

10. An understanding of international trends and the current public policy environment for higher education.

Other job-related information:

- ▶ Unrestricted right to work in Australia;
- ▶ Any offer of employment will be conditional upon receipt and maintenance of a valid Working with Children Check;
- ▶ Some out of hours work will be required; and
- ▶ This position is based at the Parkville site. Travel to other sites may be required.