



THE UNIVERSITY OF
MELBOURNE

POSITION DESCRIPTION

Department of Anatomy and Neuroscience
Faculty of Medicine, Dentistry and Health Sciences

Professor and Head of Department – Anatomy and Neuroscience

POSITION NO	0020737
CLASSIFICATION	Level E
SALARY	<p>\$187,654 - \$193,982 p.a.</p> <p>An attractive salary package will be negotiated with the successful candidate</p>
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1.0FTE)
BASIS OF EMPLOYMENT	<p>Continuing position - Professor appointment</p> <p>Head of Department appointment- Fixed term for 5 years</p>
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	<p>To apply in confidence, please write Marked for the Attention of Ms Caroline Dever or Dr Dennis Feeney at Odgers Berndtson: hodamelb@odgersberndtson.com</p>
CONTACT FOR ENQUIRIES ONLY	Email: hodanmelb@odgersberndtson.com

Position Summary

The prime role of a Head of Department is to provide the academic leadership and management to facilitate a collegial, productive and safe working environment in the Department, the School/ Faculty and the University.

Heads have responsibility for ensuring that legal and policy requirements are met. These include ensuring compliance with relevant legislative requirements and with University policies including, but not limited to, environment, health and safety, finance, information technology, competitive neutrality, equity and diversity, anti-discrimination and employment matters.

The appointee will be expected to promote innovative teaching and high impact research in the Department, and contribute to academic leadership in the Department, Faculty and the University.

The successful candidate is expected to possess the following attributes:

- Demonstrated high level experience in the areas of academic leadership, research, teaching and learning and engagement.
- Outstanding performance and pre-eminence as a scholar of international standing in the advancement of the disciplines of anatomy, neuroscience, or cell and developmental biology; as measured by research output in high impact scientific journals and demonstrated consistent success with competitive grant schemes.
- Expertise complementing the Department's major research streams of autonomic and sensory neuroscience, and clinical / functional anatomy will be well regarded.
- A track record of building successful partnerships and collaborating effectively with other research leaders both within and external to the University.
- Demonstrated ability to foster a culture of research excellence within the department and contribute to the achievement of the School and Faculty's research strategy and enhance the international reputation of the University.
- Demonstrated experience in leadership and promotion of innovative teaching and learning, relevant to biomedicine and medicine. Experience in the introduction of innovative teaching and learning modalities that complement established practice, will be well regarded. This includes but is not limited to plastination, virtual reality and on-line course delivery.
- Demonstrated ability to form strong relationships with clinical organisations relevant to the teaching of anatomy, neuroscience and cell and developmental biology.
- Contribute to teaching excellence at both undergraduate and postgraduate levels.
- Demonstrate significant experience in student research training and completion.

The attention of applicants is drawn to the paper, '[The Leadership Roles of Melbourne Professors](#)', which clarifies the role of a Professor at The University of Melbourne and is available on request.

This position reports to the Head, School of Biomedical Sciences and is part of the School of Biomedical Sciences.

Heads of Department are responsible to Head of School, Dean and ultimately to the Vice Chancellor, for the management of their department within the organisational, policy and strategic framework established by the University. Heads have delegated authority from Council for carrying out their responsibilities.

1. Key Responsibilities

Responsibilities of Professor

1.1 LEADERSHIP AND MANAGEMENT

- ▶ Provide vision and leadership in the ongoing development of the Department in the School of Biomedical Sciences.
- ▶ Provide a continuing high level of personal commitment to and achievement in research activities and research higher degree supervision.
- ▶ Active participation in the School of Biomedical Sciences Executive Committee.
- ▶ Active participation in relevant Faculty and University committees.

1.2 RESEARCH AND RESEARCH TRAINING

- ▶ Develop and maintain an active research program and foster the research of the other groups and individuals. This includes the preparation of grant submissions to external bodies for funding, and responsibility for the oversight of financial management of grants.
- ▶ Participate in the planning and supervision of research programs of study for postgraduate, coursework masters and research elective undergraduate students.
- ▶ Attract research funding from national and international bodies.
- ▶ Disseminate research findings through seminars, conference presentations and publication in peer-reviewed international journals.
- ▶ Attract higher degree research students.
- ▶ Establish and develop national and international research collaborations.
- ▶ Contribute to the core research programs of the Department and School.

1.3 TEACHING AND LEARNING

- ▶ Promote further development of the teaching program including curriculum development, subject coordination, teaching and assessment.
- ▶ Participate in the teaching activities of the Department and the School of Biomedical Sciences.
- ▶ Place an active role in the maintenance of academic standards in the development and implementation and evaluation of the curriculum and associated assessment in all courses associated with the School of Biomedical Sciences.
- ▶ Foster the development of innovative postgraduate teaching programs and encourage collaborative professional development and teaching partnerships with the other Schools and Departments within the Faculty of Medicine, Dentistry and Health Sciences and with other Faculties in the University.

Responsibilities of Head of Department

1.4 GENERAL RESPONSIBILITIES OF HEAD OF DEPARTMENT

- ▶ Guide and facilitate research and undergraduate and postgraduate teaching, continuing education and outreach activities of the Department.
- ▶ Governance of the Department and the establishment and development of its strategic direction.
- ▶ Guide and develop staff and manage Human Resources issues in the Department.
- ▶ Oversee and guide the academic development of students.
- ▶ Manage the Department's finances and infrastructure through effective, budgeting and expenditure control.
- ▶ Exercise a proper duty of care for staff, students and visitors to the Department.
- ▶ Ensure mechanisms are in place to meet the University's Equity and Diversity Strategy.
- ▶ Manage the budget processes of the Department.

1.5 STRATEGIC RESPONSIBILITIES

- ▶ Engage actively with clinical organisations, medical research institutes, University departments, and other relevant bodies to stimulate collaboration across both teaching and research activities of the department.
- ▶ Drive transformation in the teaching and learning space, through curriculum change, and the introduction of new teaching and learning modalities that complement existing practice.
- ▶ Further delineate, refine and develop the Department's research strategy to maximise synergies with University and precinct partners and position the Department for future funding success in all funding categories.
- ▶ Identify, recruit and develop new faculty and research fellows to ensure the continued success of the department.

1.6 ACADEMIC LEADERSHIP

- ▶ Encourage the pursuit of excellence in teaching and learning and in research.
- ▶ Seek new opportunities for enhancing the international standing of the University and department.
- ▶ Promote collaboration with other Schools, Departments and Centres.
- ▶ Develop a culture of evaluation and benchmarking and strive for continuous improvement.
- ▶ Align personal research activity and that of the Department with the Faculty research domains.
- ▶ Maintain personal academic standing.
- ▶ Represent the interests and needs of the University to the Department and the external community.
- ▶ Promote the discipline and the Faculty, and encourage academic staff to pursue opportunities for engagement, in the external community.

- ▶ Represent the interests and needs of the Department within the University through active engagement with the Academic Board, Department/Faculty and other University groups and committees.
- ▶ Pursue excellence and innovation in teaching and learning responsiveness.

1.7 DEPARTMENT GOVERNANCE

- ▶ Establish and maintain a suitable Departmental organisation and committee structure, including appropriate delegation of authority to academic staff supervisors within the Department.
- ▶ Promulgate and implement University and Faculty policies.
- ▶ Communicate information to and from relevant University and Faculty authorities and Committees.
- ▶ Consult regularly with Departmental staff.
- ▶ Develop and maintain the strategic and academic planning functions of the Department including the setting of goals and targets and the initiation and revision of course offerings in line with strategic goals of the Faculty and University.
- ▶ Implement quality assurance processes particularly in relation to teaching, research and supervision of students.
- ▶ Allocate duties to staff to ensure the effective and efficient performance of the Department's teaching, research and service functions.

1.8 STAFF GUIDANCE AND MANAGEMENT OF PERFORMANCE

- ▶ Foster the development of staff in collaboration with the Faculty's HR team (including induction of new staff and appropriate career development and guidance support for staff on probation) within the Department.
- ▶ Ensure the management of human resources issues within the Department in line with School/Faculty directions including recruitment and selection of staff, oversight performance development framework, and other relevant staff performance management issues (including advice on promotion and probation matters) and staff grievances.
- ▶ Ensure ethical conduct in and by the Department, including ethical use of communications networks.

1.9 FINANCIAL AND INFRASTRUCTURE MANAGEMENT

- ▶ Monitor and manage the Department's finances, including working with the Faculty Finance Director and School/Faculty Leadership Committee to establish budgets and plans for equipment and other infrastructure expenditure.
- ▶ Actively pursue opportunities to increase revenue for the Department.
- ▶ Work with the Faculty to ensure proper management and maintenance of Department space and infrastructure resources.
- ▶ Ensure environmentally responsible work practice and staff and student training.

- ▶ Ensure compliance with legislation, University policy and regulations and University financial management and reporting requirements.

1.10 OTHERS

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ International standing and demonstrated leadership in research and scholarship as measured by impact metrics, winning of grant and other funding, measures of esteem.
- ▶ A demonstrated record of academic leadership and provision of effective strategic and innovative direction within an organisation in a complex and changing environment.
- ▶ Demonstrated experience in management of staff, financial and infrastructure resources.
- ▶ The ability to effectively represent the interests of the discipline, the School/Faculty and the University in the wider community.
- ▶ A track record in academic mentorship and growing academic leaders at all levels.
- ▶ Capacity to provide a sound framework to ensure appropriate staff guidance and management for performance.
- ▶ Demonstrated ability to provide leadership to multi-disciplinary staff in relation to research and training.
- ▶ Extensive experience in teaching and senior responsibility in higher education.
- ▶ Demonstrated experience in curriculum development and improvement of student experience.
- ▶ Excellent communication and negotiation skills.
- ▶ Continuous success with the most competitive grants such as NHMRC Program and ARC Grants.
- ▶ Publication in the top journals as a senior author (IF>10).
- ▶ Extensive experience in supervising PhD/ Masters/ Honours Students with evidence of success in completing students.
- ▶ Demonstrated achievement in translational research with clinical impact.
- ▶ A Research Doctoral Degree (PhD) in a relevant discipline.

2.2 DESIRABLE

- ▶ A medical qualification, preferably registrable with the Medical Board of Australia.
- ▶ A sound understanding of the impact on the University of changes in the Higher Education sector in Australia.
- ▶ Familiarity with the strategic direction of the University of Melbourne, Growing Esteem, and the School/Faculty, and their implications for the Department.

2.3 SPECIAL REQUIREMENTS

- ▶ Some national and international travel will be required.

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 ANATOMY AND NEUROSCIENCE

www.biomedicalsciences.unimelb.edu.au/departments/anatomy-and-neuroscience

Our research in neuroscience, cell and developmental biology, and anatomical sciences aims to understand fundamental biological mechanisms in order to develop new treatments for injury and disease states. Our researchers are located in the Medical Building and the Melbourne Brain Centre and include research teams from Stem Cells Australia and the Melbourne Brain Centre Imaging Unit.

The Department has excellent research facilities, including confocal, fluorescence and live cell imaging microscopes, laser capture dissection, tissue culture facilities, an excellent histology laboratory and a new molecular biology suite.

Our Department also hosts the Australian Phenomics Network Histopathology and Organ Pathology Service, providing detailed histological phenotyping and digital scanning of data from mutant mice. The synergy between these activities provides a vibrant environment for undergraduate and postgraduate training, and a friendly and supportive intellectual community to encourage development of early career researchers.

5.2 SCHOOL OF BIOMEDICAL SCIENCES

www.biomedicalsciences.unimelb.edu.au

The School of Biomedical Sciences is part of the Faculty of Medicine, Dentistry & Health Sciences. It was established on 1 January 2015 and comprises the Departments of Anatomy and Neuroscience, Biochemistry and Molecular Biology, Microbiology and Immunology, Pathology, Pharmacology and Therapeutics, and Physiology.

Situated on the University's Parkville Campus in a rich medical practice and research precinct the School has much to offer research and teaching staff alike.

5.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

5.4 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>.

5.5 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.

5.6 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>

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