

POSITION DESCRIPTION

Science Secretariat
Faculty of Science

Faculty Executive Director

POSITION NO	0034176
CLASSIFICATION	Executive
SALARY	An attractive remuneration package will be negotiated
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time The University of Melbourne is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be fully considered subject to meeting the inherent requirements of the position.
BASIS OF EMPLOYMENT	Fixed Term for 5 years
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Maira O'Bryan Email dean-science@unimelb.edu.au <i>Please do not send your application to this contact</i>

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

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.

Position Summary

Reporting directly to the Dean, The Faculty Executive Director provides high-level leadership in the management of the University of Melbourne's Faculty of Science

The Faculty Executive Director (FED) is the most senior professional staff member within the Faculty and together with the senior academic leaders, forms the executive team. The FED provides strategic leadership relating to professional portfolio areas and oversight of the preparation and implementation of strategic and operational business plans.

The FED manages the office of the Dean and ensures appropriate management of the professional workforce across multiple professional areas within the Faculty ensuring high standards of service delivery to enable the achievement of the Academic Divisions strategic and operational objectives.

The FED provides strategic advice on commercial and operational matters including sourcing and interpreting qualitative and quantitative analysis to inform decision-making and leads negotiations in relation to the procurement of university services for the faculty and manages associated relationships within a shared services model.

The Executive Director also provides proactive and accountable leadership; developing capability in the professional workforce by aligning performance and outcomes with University and Academic Division strategic priorities.

1. Key Responsibilities

1.1 STRATEGIC LEADERSHIP

Accountability for ensuring operational plan aligns with Divisional strategic objectives:

- ▶ Ensure that Faculty operational (non-Academic) strategies and plans align with whole of University strategies and plans.

- ▶ Work with the Faculties executives to develop and deliver all divisional planning requirements including the development of strategic and operational plans which outline objectives, targets and KPI's.
- ▶ Provide informed commercial and business advice to the executive team to enable the delivery of strategic and operational outcomes.
- ▶ Support the Dean in business development and management of strategic external relationships (domestic and international).
- ▶ Proactively and responsibly manage a changing and fluid environment through forward planning.

1.2 PERFORMANCE LEADERSHIP

Accountable for achievement of the Faculty Operational Plan in line with agreed financial metrics:

- ▶ Develop and implement cost management and revenue generation initiatives in line with Faculty strategy and objectives.
- ▶ Drive a performance and accountability-based culture by aligning KPIs with the ownership and delivery of strategic priorities.
- ▶ Provide accurate commercial, financial and FTE resourcing advice to the executive.
- ▶ Facilitate the development and delivery of Faculty projects (including changes to systems and processes) to support divisional outcomes.
- ▶ Represent Faculty interests on a variety of University led and external community forums.

1.3 SERVICE DELIVERY AND QUALITY LEADERSHIP

Accountable for effective procurement, management and deployment of professional services to deliver Faculty teaching and learning and research outcomes.

- ▶ Implement responsible resource allocation within the Faculty to facilitate effective delivery of the Faculty's objectives.
- ▶ Work collaboratively and proactively with University Services to specify needs. Procure required services and ensure efficient and effective service delivery.
- ▶ Develop expertise and capability building within the faculty's professional workforce, by ensuring responsibilities are effectively delegated where appropriate to direct reports to ensure the FED is focused on strategic leadership.
- ▶ Build collaborative relationships across the Faculty and wider University to deliver results and support innovation and continuous improvement.
- ▶ Manage escalated (high level) conflict and solve problems, e.g. Pricing, service levels, resulting in a minimal day- to day operative role.

1.4 MANAGEMENT ACCOUNTABILITY OF THE OFFICE OF THE DEAN

Accountable for effective procurement, management and deployment of professional services to deliver Divisional teaching and learning and research outcomes.

- ▶ Ensures effective operations required in the office of the Dean.
- ▶ Ensures the effective management and deployment of resources in support of the Dean and Faculty's agenda.

- ▶ Facilitates the execution of special projects.
- ▶ Accountable for compliance with relevant internal and external requirements including legislation, statutes, regulations and policies.
- ▶ Oversees compliance and quality assurance management consistent with requirements under the University's Management Framework, including OHS and EHS.
- ▶ Establish and adhere to a set of work practices (systems policies and procedures) to ensure the effective management, accountability and compliance of functions and services across the Faculty in alignment with all applicable university policies and procedures.

1.5 RELATIONSHIP AND STAKEHOLDER MANAGEMENT

- ▶ Builds and maintains collaborative relationships across the University. Key relationships include the Dean, Faculty Executives, Heads of Schools, Head of University Services, other Faculties, University Services Managers, and Chancellery portfolio leaders.
- ▶ Establish and manage on-going relationships with strategic partners external to the University including industry and relevant professional, government and educational bodies.
- ▶ Ensures effective liaison and communication with Faculty stakeholders including overall responsibility for the faculty's interface with and input from the wider community, prospective students, alumni and sponsors.
- ▶ Actively represents and articulates Faculty position on a variety of internal and external committees, forums and working groups. Actively contributes to and influences University- wide committee and forum outcomes.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Postgraduate qualifications in a relevant area or an equivalent combination of qualifications and experience
- ▶ Significant experience in a senior management role within the tertiary sector or an environment of similar complexity
- ▶ High order conceptual, analytical and problem-solving skills and proven ability to plan at strategic and operational levels and deliver innovative solutions. Organisational project management skills to deliver projects and complex services on time and on budget.
- ▶ Excellent interpersonal and communication skills with the proven ability to achieve influence and impact and to build support for ideas and actions through development of strong relationships with key internal and external stakeholders.
- ▶ Exceptional leadership and management skills including the ability to provide vision, innovation and professional guidance to a management team, and to foster a high performance, results and service-orientated working environment for professional and academic staff.
- ▶ Proven ability to lead strategic and financial planning and policy development including a demonstrated capacity to conceive, develop and implement and evaluate management strategies and initiatives that progress the achievement of organisational goals and deliver complex programs and services.

- ▶ Extensive leadership and management experience in a large complex and dynamic service-orientated environment requiring the coordination, integration and management of a range of people, resources and business service functions.
- ▶ Demonstrated resilience in fluid and changing operating environments, operating with integrity and decisiveness.

2.2 DESIRABLE

- ▶ Comprehensive knowledge of the legislative and regulatory frameworks that apply in tertiary education as well as a thorough understanding of current issues in University operations including funding and quality assurance.
- ▶ A broad awareness of the University of Melbourne's strategic and operational objectives including Advancing Melbourne and the University of Melbourne teaching programs.

2.3 OTHER JOB-RELATED INFORMATION

- ▶ Work outside of normal business hours may be required to meet the inherent requirements of this position.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Faculty Executive Director works in partnership with the Dean and Faculty Executive to provide leadership within the Faculty of Science.

The position has an extremely high degree of delegated accountability and requires considerable initiative, excellent negotiation skills and sound judgement.

The Faculty Executive Director exercises both formal and informal leadership and a high level of sophisticated management skills and experience are critical. Performance is measured against the achievement of annual objectives and targets.

The position operates within a broad framework defined by the strategic, business and operational plans, and the budget. In addition, the Faculty Executive Director leads the Faculty's senior managers in the provision of high levels of professional service.

The Faculty Executive Director is expected to contribute to broader University interests and to have a positive impact across the University.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Faculty Executive Director is expected to demonstrate considerable business judgement and high-level problem-solving skills. The position requires the achievement of a wide range of business objectives in a complex organisational environment.

The ability to exercise independent judgement is essential. Judgement and advice requirements focus on the strategic needs of the Faculty in the context of the broader University goals.

The highest standards of professional behaviour are expected and the Faculty Executive Director will bring considerable expertise and experience to bear on identifying and resolving business issues. The ability to deliver results, support innovative practice and continuous improvements are requirements of the role.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Faculty Executive Director is required to develop and implement projects to meet the changing structural and cultural needs of a complex academic organisation. Extensive professional knowledge and experience in the development, implementation and continuous improvement of high-level professional services is essential as is a high level of organisational knowledge and understanding of organisational dynamics. Undertaking this role requires high-level conceptual, analytical, writing and presentation skills as well as superior interpersonal skills.

The Faculty Executive Director is expected to understand the University's operational framework including its academic and administrative structure, strategic objectives and operational targets in the context of the higher education sector. This will require knowledge of the national and international environments in which higher education operates and being cognisant of the imperatives and challenges that Universities face. This knowledge will be supported through a firm foundation of professional experience, expertise and networks. Knowledge of the Australian higher education environment and an understanding of the international challenges facing Australian universities will be required.

3.4 RESOURCE MANAGEMENT

The Faculty Executive Director is responsible for the Faculty's resource management and must have considerable experience and knowledge in planning and managing resources – financial, human, technological and physical. The Executive Director is accountable for achieving student load targets (CSP, fee and government bonded) and must understand at both macro and micro levels the implications of load management on budgetary outcomes. Failure to achieve student load targets results in adverse effects on the Faculty's budget situation and staffing levels.

3.5 BREADTH OF THE POSITION

The position acts across a range of complex policy, strategic and operational issues. The Faculty Executive Director is responsible for the total management of the administrative functions of the Faculty and has University wide impact in key results areas through interpretation of policy, project work, planning activities and leadership of continuous improvement.

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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

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:

<https://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 SCIENCE SECRETARIAT

The Science Secretariat is the administrative unit for the Faculty of Science and all its education, research and commercial activities. The Secretariat is responsible for the policy development, planning, implementation and ongoing management of Faculty programs.

6.2 FACULTY OF SCIENCE

<https://science.unimelb.edu.au>

Science at Melbourne is a global leader across fundamental and impactful scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food, Forest & Ecosystems Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly

relevant research. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling more than 11,500 undergraduate and 3,750 graduate students.

We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty's focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, teaching and serve diverse national and global communities.

As a Science community we sit across five of the University's seven campuses – Parkville, Dookie, Burnley, Creswick, and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

We are highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is also currently growing its competitiveness and standing in the NHMRC space.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Melbourne Energy Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI), the Indigenous Knowledge Institute, the Oceania Institute and home to numerous Centres.

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 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

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 <https://about.unimelb.edu.au/strategy/governance>