

DIRECTOR, MONASH UNIVERSITY PUBLISHING

DEPARTMENT/UNIT	Monash University Library
FACULTY/DIVISION	Provost and Senior Vice-President
CLASSIFICATION	Level 10A
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver groundbreaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#ChangeIt](#) with us.

The **Provost & Senior Vice-President** is the Chief Academic Officer of the University and is responsible for: setting the University's academic strategy and priorities with view to improving the education and research performance of the University; oversight of faculties, academic related portfolios and University-wide centres and institutes; oversight of academic staffing including recruitment, development, reward and recognition, policies and procedures; strategic leadership for

the delivery of academic programs; identifying and cultivating interdisciplinary areas of excellence and collaboration.

Monash University Library is one of Australia's leading academic libraries. Central to our 2020-2025 strategy is the vision of being a 'global, modern, top ranked library' where our content, collections, facilities, services and culture represent best practice and collectively make a significant contribution to the University's reputation and impact. We support our vision with five Library Cultural Principles:

- We champion the Library's vision
- We see through the eyes of our users
- We create an environment of trust and openness
- We seek to instil an "Ancora Imparo" mindset
- We are a Professional Community

We continually evaluate what we do in relation to the University's goals and our mission is "to make it easy to access what you need". While we work to ensure that our users' experiences with the Library are productive, useful, efficient and rewarding, we aspire to delight by exceeding their expectations. For more on the work we do, please visit our [website](#).

Monash University Publishing is the University's scholarly press, operating as a division within the Monash University Library. Through its publishing program, it delivers a high level of value to the University by publishing works of the highest quality, to the highest standard; maximising the impact of published titles; representing the breadth and energy of Monash University research interests; promoting the exchange of knowledge; and providing a body of publishing expertise within the University.

Located on the Clayton Campus, the Press currently publishes 20–30 titles per year, primarily across the social sciences and humanities. Many of its publications have a significant connection with Monash University. The Press publishes both print and online and supports Open Access publishing. Monash University Publishing titles have won a number of awards in recent years and attracted favourable reviews from a wide range of sources.

POSITION PURPOSE

The **Director, Monash University Publishing (MUP)** supports the University Librarian in driving and executing a strategic vision to advance and support MUP in line with Monash University's mission and strategic priorities as well as the scholarly publishing landscape of the twenty-first century.

This is a critical senior role within the Library with responsibility and oversight of all publishing, editorial, and production, marketing and business functions of the MUP. Working closely with internal and external key stakeholders and senior management, the incumbent will seek innovative ways of communicating to ensure that the press delivers maximum impact through its publishing program.

Key to the success of this position is the ability to devise and drive innovative methods of engagement that demonstrate the value of MUP's work which encourages continued investment. This pivotal position provides leadership to the team and delivery of high level and professional services and outputs which are tailored to meet the organisational priorities of Monash without compromising a high level of attention to detail and adherence to best practise. The position also provides expert advice at both strategic and operational levels.

Reporting Line: The position reports to the University Librarian and operates within guidelines established by the Monash University Publishing Advisory Committee

Supervisory Responsibilities: This position provides direct supervision to seven staff and a number of casual staff and contractors

Financial Delegation: The position has an authorised financial delegation of \$50,000

Budgetary Responsibilities: The position is responsible for managing a budget of approximately \$600,000

KEY RESPONSIBILITIES

1. Execute MUP's strategy, operational and publishing program, ensuring alignment with the University's academic and research strengths and priorities
2. Lead, manage and be accountable for the operating performance, infrastructure and financial management of MUP, including resource management and provision of commercial, financial and governance advice in accordance with strategic priorities, plans, contractual obligations and relevant legislation
3. Maintain a range of high-level relationships with an extensive network of colleagues and stakeholders, and use these to facilitate cooperation and deliver positive outcomes to advance the goals of the press
4. Demonstrate an entrepreneurial vision, positioning the press to champion and support the University's commitment to creating and sharing knowledge
5. As a member of the Library's senior management team, partner with colleagues and the wider University community to align and integrate existing strategies, enhance performance and identify opportunities to drive MUP's and the Library's contribution
6. Lead and develop a highly-trained, motivated and efficient team, including planning and allocating staff resources, developing, coaching and mentoring employees and managing performance to deliver positive outcomes and continuous improvement
7. Lead and manage, with assistance from the University's centralised services, the business and human resources operations of the press to ensure effective and efficient outcomes
8. Exercise strong financial management and be accountable for delivering within budget targets
9. Identify and oversee the enhancement of operational, system, policy and procedural issues impacting on the performance quality and capacity of the press and lead a culture of innovation and evidence-based continuous improvement aligned with best practice
10. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A relevant post graduate qualification and extensive high level executive management within publishing;
 - an equivalent combination of relevant experience and education/training.

Knowledge and Skills

2. Demonstrated knowledge of and experience working successfully in the contemporary scholarly publishing environment

3. Exceptional management and leadership skills with a proven ability to strategically manage and provide authoritative advice at the highest levels
4. Demonstrated business management skills relevant to publishing
5. Excellent advocacy and negotiation skills, and demonstrated success in establishing effective relationships with an extensive network of partners and stakeholders
6. Extensive project management skills and experience with the ability to clearly structure and deliver significant/high-profile initiatives, in a complex environment, on time and within budget
7. Demonstrated ability to lead, motivate and develop a team of professionals to deliver service excellence and continuous improvement
8. Demonstrated high degree of judgement, coupled with the ability to produce compelling communication strategies, reports, and presentations to a diverse group of stakeholders
9. Demonstrated success in establishing effective relationships with an extensive network of partners and stakeholders, within and beyond an organisational unit
10. High level judgment coupled with proven experience in the development and implementation of strategic and business planning that aligns with corporate objectives
11. Superior understanding of communications and the ability to produce compelling communication strategies, reports and presentations for a diverse group of stakeholders
12. Strong financial management experience including managing budgets and preparation of reports

OTHER JOB RELATED INFORMATION

- The incumbent will be required to undertake work or attend meetings on other University campuses and sites, interstate and overseas
- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.