



POSITION DESCRIPTION

Asialink

Director, Asialink Arts (Global Projects Space GPS)

Position No	0046594
Classification	PSC 10C
Salary	\$173,934
Superannuation	Employer contribution of 9.5%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed term contract (2 year contract)
Other Benefits	http://about.unimelb.edu.au/careers/working/benefits
How to Apply	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
contact For enquiries only	Name Penny Burtt Email p.burtt@asialink.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

Position Summary

Established in 1990, Asialink is Australia's leading centre for the promotion of public understanding of the countries of Asia and of Australia's role in the region. We are a key provider of information, training and professional networks and cultural exchange projects. Our purpose is to build a deeply Asia-engaged Australia through thought leadership and innovative programs that build knowledge, skills and partnerships. Asialink is a department within the University of Melbourne.

The Director Asialink Arts is responsible for the leadership, strategic direction and management of the Asialink Arts team. The Arts department is currently a small specialist team which drives a suite of creative projects that provide opportunities for Australia / Asia cultural engagement and development, linked both to the mission of the broader Asialink Group and the engagement strategy of the University of Melbourne.

In July 2017 Asialink Arts announced its next chapter, which launched a new initiative, Global Project Space (GPS), to position it as central to Australia-Asia contemporary cultural engagement. GPS supports collaborative and flexible partnerships, develop projects that produce new artistic works and delivers national and international outcomes for the Australian cultural sector, while enhancing Asialink Arts strong organisational brand and history of exceptional professional project delivery in Australia and the region. The programs create, test and refine models of artistic collaboration that cross cultural and geographic boundaries; reflect global contemporary creative practice; incubate and deliver large-scale commissions in the region; maintain and grow global partnerships and platforms; ensure complementary outreach and opportunities exist for national and international outcomes. These projects will demonstrate Asialink's key networks, knowledge and project management skills to deliver new opportunities for Australian arts professionals to work with Asia.

The role of the Director is to lead, conceptualize, fundraise, develop and implement projects that incorporate artistic, market and cultural diplomacy development objectives. The Director will ensure the long-term financial sustainability of Asialink Arts; Represent and maintain a public profile and presence in the sector (nationally and internationally). The incumbent will represent Asialink Arts on internal and external committees as required and support the Asialink Group CEO on strategic initiatives. The incumbent will successfully contribute to the strategic leadership and oversight of partnerships and initiatives, deliver organisational outcomes, and identify and address complex issues in liaison with a diverse range of internal and external stakeholders.

The Director reports to the Group CEO, Asialink and is part of the Asialink Leadership team.

1. Key Responsibilities

1.1 STRATEGIC LEADERSHIP

- ▶ Managing the continuation and expansion of Asialink's Arts.
- ▶ Advocating for increased Asialink Arts awareness, exposure, capability, through government and business networks and public channels.
- ▶ Representing Asialink Arts at the highest levels in Australia and Asia.
- ▶ Maximising and ensuring effective sponsorship and other stakeholder relationships are established that promote and support the activities within Asialink Arts.
- ▶ Achieves the financial targets as set by Group CEO.

- Lead, support and mentor staff and effectively articulate purpose and mission to internal and external stakeholders.
- Develop new projects within the GPS framework that best utilise Asialink's people and financial resources and networks to profile the importance and benefits of Asia/Australia cultural engagement.
- Collaborate across the Asialink executive team
- Ensure effective and efficient delivery of projects in Asia, Australia and in the virtual realm as appropriate.
- Effectively position and represent Asialink Arts as part of the Asialink Group and through participation in the Executive Leadership team.
- Develop and supervise effective risk management strategies for projects as required.

1.2 STAKEHOLDER MANAGEMENT

- Create relationships at multiple levels with relevant state governments (Australia Council for the Arts, DFAT, Creative Victoria, Create NSW, DCAWA, Arts ACT, Arts SA, Arts QLD, Arts TAS), business councils, and industry associations in Australia and with relevant counterparts in Asia forming functional partnerships as necessary
- Provide leadership in team negotiations with relevant funding stakeholders and partners in government, philanthropic and corporate sectors to effectively manage and maintain commitment and resourcing of key stakeholders.
- Manage and enhance existing key partnerships with Commonwealth Agencies including the Australia Council for the Arts (VACS), Department of Foreign Affairs and Trade and Ministry for the Arts.
- Maintain and develop effective relationships with key local and international project partners
- Ensure appropriate communication and acknowledgement of key partners.
- Ensure State stakeholder and funding relationships are well managed by arts team members.

1.3 COMMUNICATIONS

- In collaboration with Asialink, implement a strategic communications plan for Asialink / GPS and specific communications through various platforms.
- Ensure projects have a major process and outcomes communications plan prior to project commencement.
- Be an active and contributing member of the (national and international) cultural sector through presentations, publishing and contributions.
- Source most cost-effective and efficient resources to assist in delivery of key communications projects.
- Ensure utilisation of key Asialink Group and University of Melbourne communications channels.
- Maintain strong internal communications on direction and key projects with key stakeholders, including the Executive and Asialink Board
- Ensure maintenance, training and utilisation of the CRM to maximise efficiency and currency of Arts data.

1.4 FINANCIAL RESOURCING & MANAGEMENT

- Drive long-term financial sustainability through fundraising initiatives and securing access to long-term, program support funding
- Manage financial resources with integrity and in accordance with UOM compliance requirements and delegations.
- Ensure budget reports are accurate and reconciled to Asialink group reports
- Ensure financial acquittals and annual audits are completed as required
- Develop annual budgets for income and expenditure and appropriate strategies for securing organisational and project resources.
- Research and pursue creatively new funding opportunities where possible.
- Report to sponsors on aspects of financial management and performance as may be required by contract

2. Selection Criteria

2.1 ESSENTIAL

- Post graduate qualifications or significant equivalent experience in a field of arts and /or cultural sector management
- Significant relevant knowledge and experience of working internationally (and/or in Asia) on arts and cultural projects
- Demonstrated experience in the development of strategic and business plans
- Excellent professional networks in a field of contemporary art or the creative sector, both in Australia and internationally, preferably in Asia
- Experience in managing a small team and ability to mentor and guide staff in project delivery and their own professional development
- Sound financial and budget management skills
- Demonstrated project management skills, preferably in international contexts

- Demonstrated experience in securing financial support (across philanthropic, business and government)
- Excellent written and verbal communication skills and experience in public presentations.
- Availability to travel interstate and overseas as necessary

2.2 DESIRABLE

- Experience in implementing change management processes
- Knowledge of University systems of governance and accountability
- Strong networks in Government at all levels and understanding of philanthropic organisations.
- Experience in business development and fundraising through a variety of sources.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The position will be expected to work with a high degree of autonomy, under the broad direction from the Group CEO, Asialink. This position will report to the Group CEO, Asialink.

3.2 PROBLEM SOLVING AND JUDGEMENT

The position requires a high degree of problem solving, creativity, innovation and analytical skills with an outcome focus and ability to achieve specific objectives operating within complex organisational structures. The Director of Arts will be required to lead Asialink Arts through to its next phase. Innovation, creativity, drive, planning and execution are critical.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

This position will require a strong understanding of the Arts environment as well as the challenges of doing business in Asia. It will also require experience in business, including an understanding of the major financial and organisational aspects of managing an area.

This position will conceptualize, develop and evaluate new program initiatives, objectives and strategies involving high level liaison with internal and external clients.

3.4 RESOURCE MANAGEMENT

The Director of Arts will be responsible for managing Asialink Arts budget, including achieving targets in Asialink Arts business plans. This position will be required to understand and manage current year finances and future year projections and oversee reporting whilst under the broad direction of the Group CEO. Management and accountability for financial resources from a variety of government and philanthropic sources

3.5 BREADTH OF THE POSITION

The Director of Arts is a leader of international cultural engagement who can drive Asia/Australia engagement with impact and purpose. The incumbent requires high level business acumen with leadership in Arts priorities, strong analytical and people skills with connections to broad networks in business, philanthropy and government in Australia and Asia.

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 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.

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:

<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.

6. Other Information

6.1 ORGANISATION UNIT

www.asialink.unimelb.edu.au

Asialink is Australia's premier body promoting Australia-Asia engagement. Asialink works through increasing Asia capabilities and creating connections between Australia and Asia, and is active in education, business, the arts, health, and dialogues. Asialink is a partnership between the University of Melbourne and the Myer Foundation.

6.2 BUDGET DIVISION

<http://engage.unimelb.edu.au>

The Engagement Division stewards and supports many of the University's engagement activities and programs in a portfolio aligned with the Engagement strand of the University of Melbourne's triple helix strategy. Engagement Division is led by the Deputy Vice-Chancellor (Engagement) who is supported by the Pro Vice-Chancellor (International) in the fulfilment of international responsibilities and in the management of the International Relations Office. The portfolio comprises the Office of the DVC (Engagement) which includes the International Relations Office, the Office of Admissions, Marketing, Advancement and the Culture and Partnerships Office. The Vice-Principal (Advancement) reports directly to the Vice-Chancellor.

The DVC (Engagement)'s reporting authority and budget oversight encompasses a Cultural portfolio that includes the Ian Potter Museum of Art, Melbourne Theatre Company and Melbourne University Publishing. It extends to the Asia-facing institutes of Asialink, the Australia India Institute and the Confucius Institute.

The Division provides practice leadership in Student Recruitment, Marketing, Advancement and Culture and Partnerships.

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 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. www.growingesteem.unimelb.edu.au
- ▶ 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://www.unimelb.edu.au/research/research-strategy.html>

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*.

6.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

6.6 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 www.unimelb.edu.au.

7. 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/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

7.1 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>