



POSITION DESCRIPTION

Engagement
Chancellery

Head Strategic Collections

POSITION NO	0047626
CLASSIFICATION	Senior Manager 1
SALARY	To be negotiated
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1 FTE)
BASIS OF EMPLOYMENT	Fixed-term for 2 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	Rose Hiscock Email rose.hiscock@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

The University of Melbourne's cultural infrastructure includes fifteen galleries, archives, and museums, significant performing arts facilities including the Melbourne Theatre Company and more than 40 individual collections.

Our Collections include one of the most important anthropological collections in the world - The Donald Thomson collection, with over 7500 Indigenous artefacts and 2000 biological specimens from Arnhem Land.

In addition to our campus museums, The University of Melbourne is developing Australia's leading innovation precinct on the former site of the Royal Women's Hospital. The precinct will include Science Gallery Melbourne – a node in the highly successful Science Gallery International network.

Guided by the academic and civic pursuits of the University, the University of Melbourne is developing a cultural strategy with the following aims:

- More effective and efficient curation of cultural collections, and improved coordination of cultural activity
- Strengthen academic outcomes
- Enhance relationships with communities and partners, including with the City of Melbourne and its cultural institutions, through increased access and shared use of cultural assets
- Lead in cultural engagement to deliver public benefit, in our region and globally
- Reputation and standing

Reporting to the Director Museums and Collections, the Head Strategic Collections will play a pivotal role in enabling UoM to use its collections to put UoM at the centre of a wider, globally significant, academic and cultural dialogue. Working with an extensive network of University stakeholders, the Head Strategic Collections will develop and deliver a vision, road map and strategic framework for UoM to build research, exhibitions, student outcomes and public engagement, via its collection.

This is a highly collaborative role with strong liaison across multifunctional teams including UoM collections managers, Museum team members, academics and professional staff.

The Head Strategic Collections is expected to support the Director Museums and Collections and PVC Engagement to develop an ambitious new model for the development of the UoM cultural estate.

1. Key Responsibilities

- ▶ Working in consultation with colleagues across UoM, develop a globally engaging vision for UoM collections.
- ▶ Develop a road map to guide UoM's response to collections storage, digitisation, conservation and engagement.
- ▶ Develop and scope a business case and associated infrastructure response to ensure UoM is at the forefront of University collections engagement.
- ▶ Working in consultation with colleagues across UoM, establish an operating framework for UoM collections management, ensuring strong alignment with the UoM faculties and cultural venues.

- ▶ Work with UoM stakeholders to establish common policies, protocols and procedures for the effective management of collection activities.
- ▶ Responsibly manage risk and resources in the Strategic Collections Team, including sound financial and contract management.
- ▶ Maintain specialist and expert knowledge of international, national and local developments as pertains to collection management.
- ▶ Build strong relationships with a peer network of national and international University collections.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Qualifications and/or relevant experience in strategic collections management, museum studies or information management consistent with international museum standards.
- ▶ Significant experience in major infrastructure projects associated with collections management.
- ▶ Experience working with First Nations Collections.
- ▶ Ability to lead teams, inspire and build shared vision and manage change.
- ▶ Sound budget and resource management skills, including project management and financial management.
- ▶ Knowledge of relevant regulatory requirements, including valuation, collections audit, insurance and risk management.
- ▶ Exceptional stakeholder management skills and the ability to advocate and influence at a high level.
- ▶ Excellent written and oral communication skills; strong IT skills, analytical and decision-making skills.

2.2 DESIRABLE

- ▶ Experience with international museum networks

2.3 OTHER JOB RELATED INFORMATION

- ▶ Willingness to work flexible hours, especially attending after-hours functions, meetings and donor and public events.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Head Strategic Collections is expected to work with a high degree of autonomy, demonstrating excellent judgement and sophisticated problem-solving skills across a complex set of stakeholders.

They will be expected to demonstrate excellent initiative, strong collaboration and strategic thinking.

3.2 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Head Strategic Collections is expected to have an excellent professional knowledge of multi-disciplinary and First Nations collections including best practice methodologies and relevant legislation.

3.3 RESOURCE MANAGEMENT

The Head Strategic Collections will manage external consultants and develop a robust business case for investment.

3.4 BREADTH OF THE POSITION

The position will liaise with a broad range of UoM and external stakeholders, high level committees and complex networks.

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:

<https://safety.unimelb.edu.au/people/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

Museums and Collections

The Museums and Collection Department aims to build a collaborative and flexible network around the University's cultural assets to enable students, staff members local and global communities to gain knowledge and understanding of contemporary and traditional cultures, scientific discovery and creative practice.

The objectives of the Department are as follows:

- To further the University's academic mission through new pedagogical and engagement opportunities;
- To respect the past and lead into the future by providing a platform for students, staff and communities to gain access and an understanding of the contemporary and traditional cultures, values and knowledges of Indigenous Australians, and
- To serve the community within and beyond the campus boundaries by capitalising on the University's substantial cultural estate to build a global reputation, student and public engagement.

The Department sits within the Strategy and Culture Division of The University of Melbourne which includes Policy and Government Relations; University Governance; Strategy, Planning and Performance; Community and Cultural Partnerships; Marketing and Communications; and HR & OHS. The Vice-President (Strategy and Culture) works closely with the deans and other members of the University's senior leadership team to develop and implement University strategy and associated initiatives.

6.2 BUDGET DIVISION

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- ▶ delivering strategic leadership
- ▶ allocating capital according to strategic priorities
- ▶ developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ▶ ensuring identity or brand is consistent with strategic intent and purpose, and
- ▶ overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

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

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.

<https://research.unimelb.edu.au/research-at-melbourne/our-strategy>

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 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>