



## POSITION DESCRIPTION

**Management and Marketing**  
Faculty of Business and Economics

# PROFESSOR OF MANAGEMENT – BUSINESS STRATEGY/LEADERSHIP

**POSITION NO** 0026574

**CLASSIFICATION** Level E

**SALARY** An attractive remuneration package commensurate with qualifications and experience will be offered to the successful candidate

**SUPERANNUATION** Employer contribution of 17%

**EMPLOYMENT TYPE** Full-time (continuing) position

**OTHER BENEFITS** [www.hr.unimelb.edu.au/careers/info/benefits](http://www.hr.unimelb.edu.au/careers/info/benefits)

**CURRENT OCCUPANT** Vacant

**HOW TO APPLY** Online applications are preferred. Go to [www.jobs.unimelb.edu.au](http://www.jobs.unimelb.edu.au) and use the Job Search screen to find the position by title or number.

**CONTACT FOR ENQUIRIES ONLY** Denise Simon  
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*Please do not send your application to this contact*

For information about working for the University of Melbourne, visit our website:

[www.hr.unimelb.edu.au/careers](http://www.hr.unimelb.edu.au/careers)

## ***Position Summary***

The appointee will support the Department's strategic objectives by: engaging in research in his/her discipline; and, publishing in elite international journals and other esteemed scholarly outlets. A research interest encompassing Asia is particularly valued, in line with the Faculty's strategy in this area. The appointee will also support the Department's strategic objectives by teaching and administering: high quality undergraduate and graduate subjects; and, high quality executive education programs. It is expected that the appointee will also make a significant contribution to the collegial and intellectual life of the Department and her/his intellectual discipline.

The appointee will demonstrate academic leadership through mentoring early career colleagues and supervising Honours, Masters, and Doctoral students. The appointee will also be expected at some stage to take on appropriate senior leadership roles in the Department and Faculty.

### ***1. Selection Criteria***

#### **1.1 ESSENTIAL**

- ▶ The capacity to make a significant contribution to furthering the strategic objectives of the Department of Management & Marketing
- ▶ A distinguished international professional reputation and an outstanding research record in the areas of Business Strategy or Leadership. Research interests involving Asia are particularly valued.
- ▶ A demonstrated ability to provide high quality academic leadership in research activities in the areas of Business Strategy or Leadership
- ▶ The ability to provide high quality academic leadership in the development of Management & Marketing teaching programs
- ▶ A demonstrated ability to provide high quality academic leadership through supporting and mentoring academic colleagues
- ▶ The ability to provide high quality academic leadership through the design and delivery of executive education programs in the areas of Business Strategy or Leadership
- ▶ A PhD in Management (or a related discipline) focused on Business Strategy or Leadership
- ▶ A demonstrated ability to plan and teach both graduate and undergraduate subjects in the area of Business Strategy or Leadership
- ▶ A demonstrated capacity to provide high quality training and supervision for graduate students
- ▶ A demonstrated capacity to raise funds from competitive grants and other sources to support advanced research; and
- ▶ High level inter-personal and communication skills and proven team leadership skills

#### **1.2 DESIRABLE**

- ▶ Ability to develop strong links with professional groups, other departments or research groups in areas of Business Strategy or Leadership
- ▶ Ability to develop strong links with the Australian and international business communities, and
- ▶ Leadership and service to domestic and international professional and scholarly associations, centres, journals, and/or institutes

## ***2. Special Requirements***

- ▶ After hours work may be required from time to time due to teaching timetables and attendance at functions and events, including Open Day, Student Advice Days, graduation ceremonies, etc.

## ***3. Key Responsibilities***

### **3.1 RESEARCH**

- ▶ Undertake influential research in the Business Strategy Area or Leadership areas
- ▶ Publish in relevant elite refereed journals and also produce high quality books, monographs, reports and refereed conference proceedings
- ▶ Meet the Department's research and publication expectations of a professor in terms of quality and quantity of output
- ▶ Successfully apply for external funding and competitive grants
- ▶ Provide academic leadership in research activities undertaken by other colleagues interested in Business Strategy or Leadership
- ▶ Periodically present research in a public forum to promote the strategic objectives of the Department, Faculty, and University
- ▶ Meet the University of Melbourne's research "Expectations of a Professor" (see [http://www.hr.unimelb.edu.au/\\_\\_data/assets/pdf\\_file/0010/379171/ExpectationsOfAProfessor.pdf](http://www.hr.unimelb.edu.au/__data/assets/pdf_file/0010/379171/ExpectationsOfAProfessor.pdf)).

### **3.2 TEACHING**

- ▶ In conjunction with other senior staff, provide academic leadership in the development of the Department's teaching program
- ▶ Prepare and deliver lectures, seminars and tutorials including the initiation and development of subject material
- ▶ Undertake administrative tasks associated with the subjects taught including management of tutors, marking and assessment
- ▶ Supervise Honours, Masters and/or PhD students
- ▶ Meet the University of Melbourne's teaching "Expectations of a Professor" (see [http://www.hr.unimelb.edu.au/\\_\\_data/assets/pdf\\_file/0010/379171/ExpectationsOfAProfessor.pdf](http://www.hr.unimelb.edu.au/__data/assets/pdf_file/0010/379171/ExpectationsOfAProfessor.pdf))

### **3.3 LEADERSHIP**

- ▶ Provide academic and administrative leadership within the Department in research activities; in working with others to develop the Department's teaching program; in supporting and mentoring early career academic staff and in managing teams
- ▶ When required, provide managerial leadership within the Department including administration, financial and resource management
- ▶ Contribute to the profession and community through activities such as conference organization, and advice to government/business
- ▶ Perform administrative duties within the Department and the wider University

- ▶ Contribute to the collegial and intellectual life of the Department
- ▶ Provide service to the University, Faculty and Department through membership of the Academic Board and its sub-committees
- ▶ Promote the University and the discipline by participating in appropriate local, national and international organizations and associations
- ▶ Participate in Department and Faculty meetings and committee work
- ▶ Participate in functions promoting the Department such as Open Day, Graduation Ceremonies, Seminars, and student recruitment and information events
- ▶ Undertake other administrative duties as appropriate to the level of appointment
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5
- ▶ Meet the University of Melbourne's leadership "Expectations of a Professor" (see [http://www.hr.unimelb.edu.au/\\_\\_data/assets/pdf\\_file/0010/379171/ExpectationsOfAProfessor.pdf](http://www.hr.unimelb.edu.au/__data/assets/pdf_file/0010/379171/ExpectationsOfAProfessor.pdf))

## **4. Other Information**

### **4.1 ORGANISATION UNIT**

The Department has 37 academic staff and more than 30 PhD students all supported by 7 professional staff members. In 2011 the department had over 10,000 enrolments in more than 100 subjects.

The Department also incorporates the International Centre for Research on Organizational Discourse, Strategy & Change (ICRODSC), the Foundation for Sustainable Economic Development (FSED), the Melbourne Centre for International Business (MCIB) and the Centre for Human Resource Management (CHRM).

The Department places a high value on teaching quality. Its objective is to offer excellent teaching in both undergraduate and graduate programs, to offer a set of subjects that meet the requirements of students and which are up-to-date with developments in the disciplines of Management and Marketing, as well as to seek to be innovative in methods of teaching.

The Department's main teaching activities focus on the Bachelor of Commerce degree, the graduate programs offered in the Melbourne Graduate School of Management, and the Executive Education programs administered by the Faculty.

The normal teaching load is 86-92 contact hours a year across two twelve week teaching semesters. Each subject comprises three hours per week taught across the semester. Teaching assistants and tutors are appointed to assist with the largest undergraduate classes.

The administrative unit is responsible for all aspects of the administration of the Department, including financial, human resources, and student issues. The Professional Staff are responsible for providing advice and services to staff, students, other University Departments and external organisations.

Information about the Department is available at: [www.managementmarketing.unimelb.edu.au](http://www.managementmarketing.unimelb.edu.au)

### **4.2 RESEARCH**

The Department's research objective is to produce high-quality research publishable in elite international journals. There is a strong emphasis within the Department on encouraging a good research culture, promoting collaboration and on providing a friendly and supportive atmosphere. The

Department is also interested in supporting the Faculty's strategy of having a strong research focus on Asia, already a feature of the work of a number of the Department's staff. The strength of the Department's research culture was recently indicated by the Australian Government's 2010 "Excellence in Research for Australia" evaluation where it received the highest possible ranking of 5 ("Well above world standard") for both "Business & Management" and "Marketing" (see [http://www.arc.gov.au/era/outcomes\\_2010/FoRindex](http://www.arc.gov.au/era/outcomes_2010/FoRindex)).

### 4.3 BUDGET DIVISION

The Faculty of Business and Economics has been a leading provider of business and economics education since 1924. It is committed to research excellence and engagement, the highest quality academic programs, and strongly linked via formal alliances and partnerships to business, government, and the wider community. It has an active advisory board where business leaders, government representatives, and community leaders have a substantial and meaningful role in the implementation of the Faculty's vision. The Faculty has strong connections with leading international universities. These external connections together with its own world class academics, outstanding professional staff and strong leadership provides the foundation to become the leading business and economics faculty in the Asia Pacific region.

There are approximately 8290 students enrolled in undergraduate and postgraduate degrees within the Faculty. The Faculty is the home of the BCom and BCom (Hons); a much sought after undergraduate degree nationally and internationally. The Graduate School of Business and Economics (renamed in 2010 from the Melbourne Graduate School of Management), offers the full suite of professional masters programs for those with little work experience right through to the experienced executive. It is also the home of leading research masters degrees and the PhD. The Faculty is exploring the options to expand its offerings in Executive Education to ensure that it meets the life-long learning needs of industry, government and the community.

The home of the Faculty of Business and Economics is a new five star energy rated green building recognised and awarded 'Australian Excellence' by the Australian Green Building Council. This state-of-the-art facility features a range of collaborative and individual teaching spaces, open-access laboratories, two lecture theatres (409 and 100 seat) and student break-out areas for informal learning. This is supported by cutting-edge audio visual and information technology to facilitate engagement and interaction for both students and staff.

#### **Organisational structure**

Within the Faculty there are five academic departments which are:

- Accounting and Business Information Systems;
- Economics;
- Finance;
- Management and Marketing; and
- The Melbourne Institute of Applied Economic and Social Research (Melbourne Institute).

There is also a number of student and academic support centres within the Faculty including:

- The Commerce Student Centre (Undergraduates);
- The Graduate School of Business and Economics Student Centre;

- The Graduate School of Business and Economics Careers Centre; and
- The Teaching and Learning Unit.

The administrative support services of the Faculty (“Professional Service Units”) are centralised within the Business Centre of the Faculty and provide dedicated professional support to the Schools, Departments, Units and Centres. The five PSUs are:

- Finance and Resources (including EHS)
- Human Resources;
- Information Technology;
- Research Support; and
- Advancement, Marketing and Alumni

Further information about the Faculty is available at <http://www.fbe.unimelb.edu.au/>

#### 4.4 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked by the THES among the world’s top 50 universities.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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 [www.hr.unimelb.edu.au/careers](http://www.hr.unimelb.edu.au/careers).

#### 4.5 GROWING ESTEEM AND THE MELBOURNE MODEL

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](http://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 Model. 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.

#### 4.6 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.

#### 4.7 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](http://www.unimelb.edu.au).

## ***5. Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) Responsibilities***

All staff are responsible for the following safe work procedures and instructions:

### 5.1 EMPLOYEES MUST

- ▶ cooperate with the University in relation to activities taken by the University to comply with OHS and EHS legislation.
- ▶ comply with the OHS and EHS manuals
- ▶ adopt work practices that support OHS and EHS programs
- ▶ take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- ▶ seek guidance for all new or modified work procedures
- ▶ ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- ▶ participate in meetings, training and other environment, health and safety activities
- ▶ not wilfully place at risk the health or safety of any person in the work place
- ▶ not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

### 5.2 SUPERVISORS ARE RESPONSIBLE FOR:

- ▶ developing new work procedures, as required, in conjunction with relevant persons
- ▶ providing all staff with relevant OHS and EHS information in an appropriate manner
- ▶ providing personal protective equipment and clothing if hazards cannot be fully eliminated

- ▶ providing adequate supervision through technical guidance and support
- ▶ identifying and controlling hazardous conditions
- ▶ providing appropriate facilities for safe storage, handling and transport of hazardous substances
- ▶ ensuring that all accidents and incidents are reported

### **5.3 MANAGERS AND SECTION HEADS ARE RESPONSIBLE FOR:**

- ▶ maintaining compliance with all OHS and EHS policies and procedures by regular performance review
- ▶ conducting regular inspections to identify risk/aspects, implementing corrective action and arranging monitoring where required
- ▶ ensuring that all staff, including contractors under local control, are appropriately inducted
- ▶ providing relevant OHS and EHS information and ensuring appropriate training;
- ▶ identifying health monitoring needs, in consultation with the Occupational Physician
- ▶ maintaining appropriate records as required by the University's Records Services Department
- ▶ ensuring consultative structures and staff participation by conducting regular section meetings to discuss OHS and EHS issues
- ▶ investigating all reported incidents and reporting to department heads all action taken to prevent a similar occurrence

### **5.4 ACADEMIC STAFF**

- ▶ In addition to the above, Academic Staff are responsible for ensuring that an equivalent standard of OHS and EHS is afforded to their students as is afforded to University staff generally. Academic staff are deemed to have principal supervisory duty for undergraduate and postgraduate student activities.