



THE UNIVERSITY OF  
MELBOURNE

Appointment of

# Deputy Head of School and Research Director

Melbourne Medical School

The Faculty of Medicine, Dentistry and Health Sciences



# Melbourne Medical School

Melbourne Medical School (MMS) was established in 1862 and has a substantial international reputation for its leadership in teaching and training, health research, policy and practice. The MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

MMS is composed of nine clinical departments (Clinical Pathology, General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) which are embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

MMS has a total budget of approximately \$200M, 900 academic and professional staff members, and over 2500 students. In addition, MMS staff are privileged to work alongside over 2300 honorary appointees from the health sector who tirelessly contribute their time, knowledge and clinical expertise to the education of our students.

MMS delivers a suite of health related graduate programs including the Doctor of Medicine (MD), the first professional entry Masters level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21st century medical education.

MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. The research effort of the school is highly collaborative and spans basic to translational research and involves over 560 research higher degree students.

MMS also actively participates in the public debate and advocacy around key health issues and policy based on our values of commitment, integrity, compassion, respect and service.

For more information, please visit [www.medicine.unimelb.edu.au](http://www.medicine.unimelb.edu.au)



Annual total budget of AUD\$200 million



Approximately 1830 postgraduate coursework students and 600 higher degree research students



The School employs 900 academic and professional staff plus 2300 honorary appointees.



# The Faculty of Medicine, Dentistry and Health Sciences

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The Faculty employs more than 1,900 members of staff, attracts more than 8,000 students each year and comprises six schools; 33 departments, centres and institutes; and 128 courses. It contributes almost 50 per cent of all research conducted across the University.

The Faculty is Australia's overall leader in clinical, pre-clinical and health sciences and was ranked 9th globally in 2018 by the Times Higher Education World University Rankings. In the field of clinical medicine and pharmacology, the Jiao Tong ranks the University of Melbourne as the first in Australia and number 26 in the world in 2017. The University educates more health professionals, graduates, research and higher degree students and attracts more national competitive funding than any other Australian university.



Co-authorship with more than 140 countries in the last five years. Top five countries are United States, England, Canada, Germany and the Netherlands.



Annual research income of more than AUD\$ 225million: 50% of the University of Melbourne total.



More than 4,000 peer reviewed publications every year: 44% of publications include an international co-author.



Approximately 1,500 graduate research students conduct research supervised by over 1,500 staff and honoraries across the Faculty's six schools and in affiliated health services and research institutes.



University departments are embedded in a range of health services including the Austin Hospital, Northern Hospital, Royal Melbourne Hospital, St Vincent's Hospital, The Royal Women's Hospital and rural partners such as Goulburn Valley Health.



The Faculty employs over 1,300 academic research staff. Hospital departments employ 39% of MDHS academic staff. The University has over 2,000 hospital-based honorary staff and more than 500 honorary staff in partner institutes.



The Faculty offers a suite of professional entry masters level graduate programs, including the Doctor of Medicine (MD), the Doctor of Dental Science (DDS), and the Doctor of Physiotherapy (DPhysio). There are also a number of other successful graduate level programs such as the Master of Biomedical Science, Master of Public Health, Master of Primary Health Care, Master of Social Work, Master of Clinical Audiology, Master of Speech Pathology, Master of Clinical Optometry, and many more in nursing, social work, health sciences and psychology. These programs which are unparalleled in the Australian higher education system provide new approaches to educating healthcare professionals and are specifically designed to better align student attributes to the sector's needs.

The Faculty has strong collaborative links within the Melbourne Biomedical Precinct, as well as with many leading national and global research institutes, clinical centres and health-related industries. These collaborations provide students, researchers, educators and clinical academics with excellent resources and infrastructure. They have led to significant medical breakthroughs; and fostered new world-class facilities such as the Victorian Comprehensive Cancer Centre, the Melbourne Brain Centre, the Peter Doherty Institute and the Royal Children's Hospital campus.

## Melbourne Biomedical Precinct

The Faculty is a key collaborator within the Melbourne Biomedical Precinct – a leading global research and teaching hub and one of the top five biomedical precincts in the world. Precinct partners share an impressive history of ground-breaking medical discoveries and developments, as well as a future focused outlook on innovative and transformative healthcare. The 25 precinct partners, located within easy reach of each other, are engaged in breakthrough research, education and the delivery of clinical care and health services. This dense concentration of hospitals, research facilities and academic campuses provides the opportunity, which is un-paralleled in Australia, for talented individuals from a range of disciplines to engage in world-class collaborations.



# The University of Melbourne

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Established in 1853, the University of Melbourne is a public-spirited institution with an outstanding reputation for excellence in research, learning and teaching, and engagement.

With a history of more than 160 years, the University occupies a special place in the heart of Melbourne's intellectual and cultural scene. It offers a vibrant and stimulating environment for more than 7,000 staff members and 50,000 students, including 12,000 international students from more than 120 countries. It has an annual budget exceeding AUD\$ 2billion.

Ranked as the leading university in Australia, and situated at 39 on the Academic Ranking of World Universities (ARWU), it is consistently situated among the fastest-rising research universities. The University is counted among the best in the world – 32 by the Times Higher Education (THE) and 26 by the US News & World Report Rankings.

## The Melbourne Model

Building on long-standing traditions of leadership and innovation in teaching and embracing international developments in curriculum design, the University introduced the Melbourne Model in 2008. The distinctive educational model offers degrees in three broad cycles. At Bachelor level, students select from one of six broad degrees (offering a total of 87 major fields of study) and a limited number of specialist offerings. These programs lay the intellectual foundations for future employment or further study. Most professional qualifications are subsequently offered at Masters level, where students can choose from a variety of professional or specialist graduate programs offering intensive graduate-level experiences that promote deep professional learning. At Doctoral level, students work alongside and are nurtured by international research leaders in a broad range of fields.

The Melbourne Model's curriculum combines academic breadth with disciplinary depth to strategically reposition the University in an increasingly globalised higher education framework. The University prepares its students to enter a world marked by rapid change where graduates must possess the applicable knowledge, and flexible and adaptable skills, to succeed.



# Deputy Head of School

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|----------------------------|---------------------------------|
| <b>Position No.</b>        | 0047661                         |
| <b>Classification</b>      | Level E, Professor              |
| <b>Salary</b>              | Attractive remuneration package |
| <b>Superannuation</b>      | Employer contribution of 17%    |
| <b>Working Hours</b>       | Full time or part-time          |
| <b>Basis of Employment</b> | Fixed term for 3 years          |

## Position Summary

The Deputy Head of School & Research Director is a key member of the Melbourne Medical School Executive and has two principal roles:

Firstly, the appointee is the formal Deputy to the Head of the Melbourne Medical School, with full delegation and executive capacity. The incumbent acts as representative and/or alternate for the Head of School at a range of activities and events both internal and external to the University as required. The Deputy Head has responsibility for ensuring that legal and policy requirements related to School research activities are met. This includes ensuring compliance with relevant legislative requirements and University policies including, but not limited to, ethics, environment, health and safety, finance, information technology, competitive neutrality and people and culture.

Secondly, the Deputy Head will contribute to the development of a research strategy and oversee research performance across the School, undertake research reviews, performance reviews and benchmarking as required, with the overall aim of maintaining the MMS's position as a leading research-active medical school. The Deputy Head provides academic leadership of the research portfolio and oversees and promote quality funding applications. The incumbent will, in conjunction with other key staff and committees, mentor staff at all levels, oversee grant preparation and review processes and ensure research platforms are sustainably managed. The incumbent works closely with the Head of School, Deputy Chair of the Research Committee, the

Associate Dean (Research) in the Faculty of Medicine, Dentistry and Health Sciences and the Research Development Team. The Deputy Head will develop research infrastructure (including clinical trial support), multidisciplinary research culture, and will have significant involvement in collaborative networks.

As a dynamic clinician-scientist, you will take an active role in promoting and fostering collaborations with MMS affiliates, including hospitals and medical research institutes.

The Deputy Head has supervisory responsibilities for senior members of the Melbourne Medical School. The Deputy Head reports to the Head of the Melbourne Medical School. The incumbent will also be affiliated with, and retain a reporting relationship to, a home Department of the Melbourne Medical School which is associated with the incumbent's specific area of expertise.

It is anticipated that the role of Deputy Head of School will be approximately 0.6FTE and the remaining 0.4FTE will be for research and/or clinical work, tailored to the unique interests and abilities of the candidate.

The role calls for an ethical and insightful leader capable of aligning diverse teams including academic, research, and clinical partners at local, national, and global levels to work collaboratively around a common sense of purpose. The incumbent will foster a values based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in the wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

# Key Responsibilities and Selection Criteria

## RESEARCH AND RESEARCH TRAINING

- Lead the development and implementation of the School research plan as part of the broader Faculty strategic planning process
- Foster cross Department and cross Faculty research synergies
- Oversee research performance and provide regular reports on progress, including relevant National and International benchmarking, to a range of staff members and forums
- Build and maintain strong relationships with the Associate Dean (Research), Research Development team and Research, Innovation and Commercial Engagement (RIC) to ensure the School is well represented and our strong research record is maintained
- Mentor and provide coaching and guidance to Heads of Department and researchers on all research-related matters
- Work with the Director of Clinician-Scientist Pathways to develop a range of clinician-scientist career trajectories
- Act on behalf of the Head of School in relation to operational aspects of School research
- Ensure research governance arrangements within the School and Departments are working optimally in accordance with relevant University policy
- Oversee grant studios/mentoring in conjunction with the Deputy Chair of the Research Committee
- Oversee ECR/PhD mentoring in conjunction with the Deputy Chair of the Research Committee
- Oversee management of the School's research platforms and facilities
- Participate in the management and leadership of Research Higher Degree students and those undertaking clinician-scientist pathways
- Oversee the School Seminar Program ensuring the diverse research interests of the School are well represented, utilising technology to enhance dispersed delivery across the range of metropolitan, regional and rural sites of the School
- Assist the Head of School with research infrastructure and support budget development, including oversight and reporting on related initiatives and schemes

## LEADERSHIP AND SERVICE

- Deputise regularly for the Head of School, representing the School internally and externally with appropriate delegated authority in the absence of the Head of School
- As a senior member of the Faculty, provide leadership and foster excellence in research, teaching and community engagement for improved capability across the School, Faculty and the University
- Provide leadership and active participation on a range of School, Faculty, University and partner organisation committees and boards
- Positive engagement in learning and career development of self and others
- Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity
- Foster a safe and supportive environment within the School that encourages contribution, continuous improvement, healthy challenge, honesty, accountability and integrity

## STAFF SUPERVISION

- Undertake probationary and performance management processes, ensuring regular conversations are held with staff and provide positive and constructive feedback to enhance staff and team performance
- Provide coaching, guidance and support for career planning, ensuring staff have access to appropriate professional development activities
- Understand responsibilities associated with approving staff leave and ensuring leave is approved in line with operational requirements
- Allocate and monitor workload and address associated issues in a timely manner
- Ensure new staff participate in the university's induction program and provide a localised work area orientation

## ENGAGEMENT AND ADVANCEMENT

- Promote and facilitate engagement and collaboration with affiliated Institutions and organisations
- Undertake advancement activities to seek philanthropic support for MMS research activities

## OTHER RELATED ACTIVITIES

- Authority on operational research related expenditure within budget
- Occupational Health and Safety (OH&S) responsibilities.



## Selection Criteria

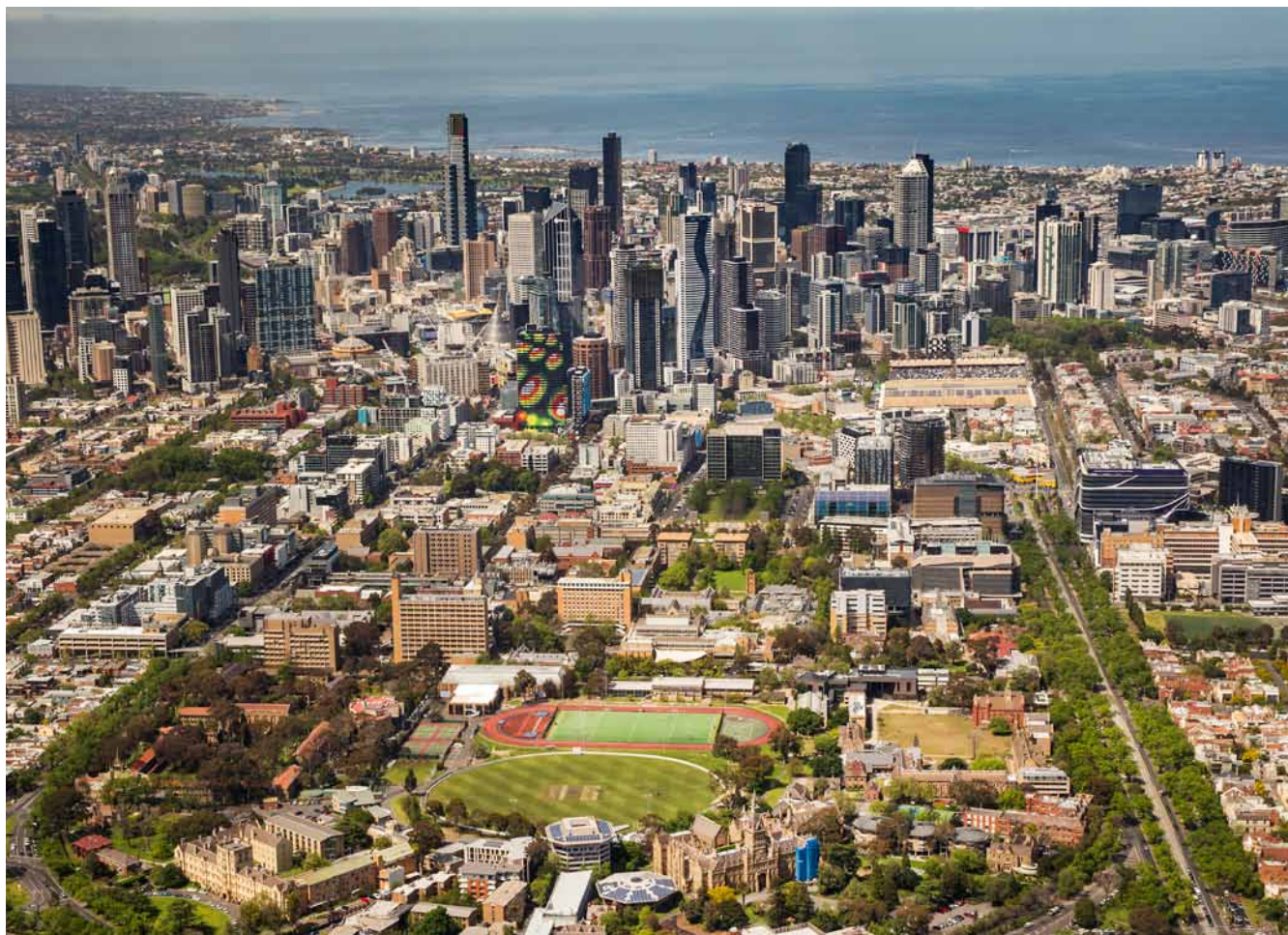
### ESSENTIAL

- National/International track record as a clinician-scientist
- Research Training through PhD or equivalent professional qualification in a relevant discipline
- Recognition as an eminent authority in their area of expertise with distinction at the international level
- A distinguished research career, including an excellent publication record in high impact peer reviewed journals
- Demonstrated sustained success in obtaining research grants and external research income (with an emphasis on competitive, international and peer-reviewed)
- Substantial experience in clinical research environments
- Exceptional interpersonal and communication skills, with proven success in building teams, working collaboratively with diverse stakeholders including academic peers, clinicians, industry, community, policy makers and government
- Capacity to attract and successfully supervise research higher degree students to timely completion
- Ability to provide strategic focus and direction, fostering a culture of innovation and collaborative academic achievement
- Ethical leader who values diversity and works effectively with individual differences

- A demonstrated record of academic leadership and provision of effective strategic and innovative direction within an organisation in a complex and changing environment
- Demonstrated management of staff, financial and infrastructure resources
- Excellent negotiation and influencing skills with an ability to effectively represent the interests of the discipline, the School, Faculty and the University to the broader community
- Deep understanding of the Australian medical research funding landscape, including NHMRC, ARC, MRFF and relevant NGO funding opportunities

### DESIRABLE

- A sound understanding of the impact of changes in the Higher Education sector in Australia on the University
- Familiarity with the strategic direction of the University of Melbourne and the Faculty of Medicine, Dentistry & Health Sciences and an understanding of the implications for the School
- Experience in Advancement and/or philanthropic activities relevant to the Higher Research and Education sector
- Understanding of international medical research funding landscape and relevant funding opportunities.



# Living and Working in Melbourne

## Geography

Melbourne is the capital city of Victoria - and is the second largest city in Australia with a population of more than 4.5 million people and a metropolitan area of 9990.5 km<sup>2</sup>. The Economist Intelligence Unit has rated Melbourne the world's most liveable city for six consecutive years, based on its education, entertainment, health care, research and development, tourism and sport.

The City of Melbourne municipality, in which the University's main Parkville campus is based, covers 37.7 km<sup>2</sup> and has a population of more than 143,000 people. It includes the city centre and a number of attractive inner suburbs with thriving communities and businesses.

The City of Melbourne is home to residents from 180 countries who speak more than 233 languages and dialects and follow 116 religious faiths. The Wurundjeri, Boonwurrung, Taungurong, Dja Dja Wurrung and the Wathaurung people of the Kulin Nation are the traditional owners of the land now known by its European name of Melbourne.

The City of Melbourne is recognised as Australia's cultural capital with a number of world-class galleries and museums,

internationally renowned food and wine regions, and an impressive year-round calendar of events catering for all tastes.

## Parkville Campus

The Parkville campus provides easy access to cafes, shops and services; libraries with extensive collections; as well as cultural and sporting facilities. Nearby Lygon Street is home to a huge variety of cafes and shops while the northern end of the University is adjacent to the popular Princes Park hosting a range of outdoor activities.

Parkville is recognised as the hub of Australia's premier knowledge precinct, comprising eight hospitals as well as numerous leading research institutes and knowledge-based industries. Although a sizable portion of the Faculty of Medicine, Dentistry and Health Sciences is located in Parkville, the Faculty also has academic departments co-located at a range of health services throughout the Melbourne metropolitan area and rural and regional Victoria. These include St Vincent's Hospital, The Royal Victorian Eye and Ear Hospital, the Austin Hospital, Western Health, Northern Health as well as the Department of Rural Health based at Shepparton in the Goulburn Valley with health services affiliations to almost 40 smaller towns in rural Victoria.



## People and Benefits

The University is committed to providing an intellectually stimulating and personally rewarding workplace that attracts people who are the best in their professional, academic and teaching fields.

Outstanding academic staff are at the heart of the University's teaching, research and engagement endeavours. The University is proud of its many staff who have been recognised through prestigious national and international awards and membership of Australia's learned Academies. Among the many scholars of international renown at the University is the winner of the Nobel Prize – Professor Peter Doherty (Physiology and Medicine) and many other public intellectuals and scientific leaders.

### The Benefits

The University offers staff more than just a job – it offers them an opportunity to be part of a dynamic world-class organisation which provides its staff with exceptional benefits and support at every stage of their life and career:

- Working in a culturally inclusive environment
- Engaging in an active and vibrant campus life
- A focus on health and wellbeing
- Outstanding staff benefits in addition to competitive salary packages

Staff benefits on offer at the University include the opportunity to salary package everything from childcare and additional superannuation to subscriptions to the Melbourne Theatre Company. Benefits can be tailored to best suit individual needs and circumstances, including generous relocation support. University course fees can also be salary packaged and come at a 25 per cent discount for staff and their immediate families.

The University also offers a family friendly environment for individuals that need increased flexibility, providing generous leave and working conditions. The University has been recognised as an employer of choice for women and is one of 40 organisations to participate in the Science in Australia Gender Equity (SAGE) pilot program of Athena SWAN in Australia.



## Further Information and Website Addresses

General information about the University of Melbourne is available through its website at [www.unimelb.edu.au](http://www.unimelb.edu.au)

**About the University of Melbourne**  
[about.unimelb.edu.au](http://about.unimelb.edu.au)

**The University of Melbourne's Strategic Plan 2015-2020:**  
*Growing Esteem*  
[growingesteem.unimelb.edu.au](http://growingesteem.unimelb.edu.au)

**Faculty of Medicine, Dentistry and Health Sciences**  
[mdhs.unimelb.edu.au](http://mdhs.unimelb.edu.au)

**Melbourne Medical School**  
[medicine.unimelb.edu.au](http://medicine.unimelb.edu.au)

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*Please do not send your application to this contact*

### **TO APPLY**

For other career opportunities at the Melbourne Medical School, and to apply please visit: [medicine.unimelb.edu.au](http://medicine.unimelb.edu.au)

Applications close: 17 March 2019