



POSITION DESCRIPTION

Dean's office

Faculty of Business and Economics

Accreditation and Strategic Projects Director

POSITION NO	0048885
CLASSIFICATION	Senior Manager 1
SALARY	\$160,000 - \$170,000 p.a. (package)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	3-year fixed term position
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 Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Eliza Sell Tel +61 3 8344 3542 Email eliza.sell@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 Accreditation and Strategic Projects Director is primarily accountable for the management, maintenance and delivery of business school accreditation for the Faculty of Business and Economics (FBE) and Melbourne Business School Ltd (MBSL). Currently, FBE and MBSL are jointly accredited with AACSB and EQUIS.

The incumbent will also have a significant role in the planning and development of strategic initiatives conducive to the ongoing accreditation process.

Furthermore, the incumbent will also be responsible for developing, leading and implementing projects as identified through the implementation of the Joint Strategic Plan for graduate business and economics education at The University of Melbourne.

This is a senior Project Director role that provides strategic insight, business intelligence and project management services to both FBE and MBSL. The incumbent will provide high level strategic support and advice and work closely with senior leaders in FBE and MBSL in the identification and assessment of strategic imperatives and collaboration opportunities.

The position reports to a senior steering group consisting of the Deans and Deputy Deans of both the Faculty of Business and Economics (FBE) and the Melbourne Business School Limited (MBSL). The steering group is named the Graduate Education Executive Committee (GEEC).

1. Key Responsibilities

- ▶ Oversee the development, implementation and ongoing management of joint accreditation activity within FBE and MBSL.
- ▶ Ensure that accreditation is achieved effectively and in a timely fashion through the joint FBE and MBSL submission.
- ▶ Coordinate and implement actions and initiatives from continuous improvement recommendations as approved by GEEC.
- ▶ Lead and coordinate the process for setting and monitoring fixed data collection parameters, timeframes and standards to ensure the quality of data/information required for accreditation. Hold stakeholders accountable to provide relevant data in a timely manner.
- ▶ Identify, research, develop and implement strategic opportunities to ensure continuous improvement in the maintenance of joint accreditation.
- ▶ Liaise, negotiate with and influence a variety of stakeholders within and outside the University and MBSL in relation to accreditation and strategic issues.
- ▶ Provide timely advice on matters pertaining to accreditation and rankings to the GEEC Committee (Deans, Deputy Deans and Faculty Executive Director for both FBE and MBSL).
- ▶ Provide management and leadership to direct reports to build the team's capability and commitment to continual improvement in achieving positive accreditation outcomes by providing clear objectives, performance expectations and regular feedback.
- ▶ Contribute to the development of strategic initiatives in FBE and MBSL consistent with the Joint Strategic Plan for Graduate Business and Economics Education.
- ▶ Occupational Health and Safety (OH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Postgraduate qualifications in a relevant discipline and/or an equivalent combination of education and significant relevant experience.
- ▶ Demonstrated understanding or experience of accreditation and associated processes, preferably in relation to EQUIS and AACSB, or a similar agency that accredits programs or schools (e.g. CPA Australia, EURACE, Australian Medical Council).
- ▶ Demonstrated outcome focused project management skills, including project scoping, planning, project design & presentation, coordination and implementation.
- ▶ Demonstrated capacity to think and plan strategically, in a diverse and complex stakeholder environment.
- ▶ High level of problem solving skills with the ability to exercise significant judgement and initiative when addressing complex problems and providing advice.
- ▶ High level interpersonal and communication skills, with the ability to lead, direct and influence others, including a proven capacity to build and maintain effective and productive relationships with a wide range of internal and external groups.
- ▶ Proven experience managing and implementing strategic projects.
- ▶ Proven ability to effectively lead and motivate staff to deliver high quality, professional and timely services and to prioritise workloads and identify appropriate staff development.

2.2 DESIRABLE

- ▶ Knowledge of the higher education environment relevant to business and economics (in Australia and abroad).

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Accreditation and Strategic Projects Director works under the broad direction of the GEEC Committee. The position demands a high degree of initiative, self-reliance and autonomy. The Accreditation and Strategic Projects Director exercises leadership and a high level of interpersonal and relationship building skills.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Accreditation and Strategic Projects Director will be proactive in anticipating problems and implementing strategies to avoid or solve problems should they arise. Significant judgement is required in determining whether information/data is accurate, current and appropriate to the task at hand. Sound, evidence-based judgements, sophisticated problem-solving and communication skills are central to this role.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

It is essential that the incumbent has a strong understanding and experience of accreditation and quality assurance processes in the higher education sector. The incumbent is expected to acquire organisational knowledge particularly in relation to sources of relevant information for accreditation and quality assurance.

The position requires the ability to acquire a detailed knowledge of the Faculty of Business and Economics and the Melbourne Business School Limited.

3.4 RESOURCE MANAGEMENT

The position is responsible for the management of staff and resources in their team. The incumbent is expected to collaborate on projects that involve staff from a variety of departments and units both within and external to FBE and MBSL.

The position has two direct reports.

3.5 BREADTH OF THE POSITION

The Accreditation and Strategic Projects Director will be accountable for accreditation across FBE and MBSL. The relevant accreditations (AACSB and EQUIS) consider many aspects (both organisational and programmatic) of the two organisations. The incumbent must therefore develop and maintain strong, positive communication channels throughout FBE and MBSL. The Accreditation and Strategic Projects Director will need to interact effectively and appropriately with a variety of people at all levels, both internal and external to the University.

The incumbent will be required to have a clear understanding of the strategic direction and operations of FBE and MBSL, and the University as a whole.

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

fbe.unimelb.edu.au

mbs.unimelb.edu.au

mbs.edu

6.2 BUDGET DIVISION

Organisational Structure

Melbourne Business School (MBS) is the graduate school of The Faculty of Business and Economics (FBE). Graduate courses in business and economics are taught across FBE and the Melbourne Business School Limited (MBSL) under the banner of the Melbourne Business School.

MBSL is a controlled entity of the University of Melbourne responsible for teaching the University's Master of Business Administration degree and some other graduate programs in management and related fields.

FBE consists of six teaching and research departments:

- ▶ Accounting
- ▶ Business Administration
- ▶ Economics
- ▶ Finance
- ▶ Management and Marketing
- ▶ Melbourne Institute of Applied Economic and Social Research

The Faculty of Business and Economics has the following student and academic support centres:

- ▶ Academic Support Office
- ▶ Student Experience and Experiential Learning
- ▶ Research Development Unit
- ▶ The Williams Centre for Learning Advancement

The Faculty is supported by the following Professional Services Units:

- ▶ Finance
- ▶ Human Resources (including OHS)
- ▶ Marketing and Communications

- ▶ Service Level and Facilities Management
- ▶ Quality Office

The Faculty also hosts two University-wide initiatives:

- ▶ The Melbourne School of Professional and Continuing Education (MSPACE) which provides support to all Academic Divisions for their existing professional, continuing and executive education programs, and operates with a specific whole-of-institution mandate to significantly expand the University's professional, continuing and executive education offerings.
- ▶ The Melbourne Entrepreneurial Centre (MEC) which brings together a number of programs to focus a range of activities aimed at developing an entrepreneurial culture at the University of Melbourne.

Our Programs

There are about 9,500 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. All graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional Masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research Masters degrees and the PhD.

Our Graduates

Since the Faculty was established it has produced over 53,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at www.fbe.unimelb.edu.au

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. <http://about.unimelb.edu.au/strategy-and-leadership>

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

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 <http://www.unimelb.edu.au/governance>