

POSITION DESCRIPTION

POSITION TITLE	Associate Dean, Research
FUNCTION	Faculty
LOCATION	Carlton
REPORTING MANAGER	Dean, Internal
No OF DIRECT REPORTS	0

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SCHOOL PURPOSE AND VISION

The purpose of Melbourne Business School Ltd (the School) is to unleash ideas and leaders for a sustainable future. The School's joint strategic vision with the Faculty of Business & Economics (FBE) is to be among the top-ranked providers of business education within the Asia-Pacific Region, to be the first choice of students and clients seeking award and non-award educational experiences, and to be esteemed globally as a leading supplier of academic and business research, by 2025.

POSITION PURPOSE

The Associate Dean Research, is a senior academic leadership position at the School. Reporting to the Dean, Internal of the School, the position has significant responsibility for leading and managing the execution of research strategy of the School and its contribution to fulfilment of the School's vision and purpose.

The Associate Dean Research is also a member of the School's Executive Leadership Team (ELT), and in this capacity contributes to the development and execution of the School's strategy and major decisions that relate to its operations.

In performing his/her role, the Associate Dean Research works closely and collaboratively with the Associate Dean, Faculty and members of Faculty, as well as within the matrix structure of the School, with stakeholders in Program Operations, Marketing, Organisational Learning, Client & Career Development, Alumni Relations, Philanthropy and Partnerships, and Corporate Services.

KEY RESPONSIBILITIES

School leadership

- Be an effective member of the ELT and contribute to the overall leadership and management of the School in accordance with its purpose, vision and strategy
- Act as a role model internally for a Whole-of-School operating model and a way of working that accords with the School's Guiding Principles
- Be an ambassador for the School in engaging with key stakeholders, including the University of Melbourne and the business community.

Research leadership

- Provide a vision and a direction for research at the School
- Foster a culture of research excellence within Faculty at the School
- Ensure that research insights, impacts and achievements are visible, understood and valued within the School
- Act as an ambassador for the School's research and to build its research profile within the University and with external stakeholders.

Research strategy

- Lead the development of research strategy for the School that aligns with the School's purpose, vision and strategy
- Chair the Research Committee to ensure that it delivers on its terms of reference.
- Lead the development of research support and incentive schemes that are consistent with the research strategy, in conjunction with the Associate Dean, Faculty
- In collaboration with the Associate Dean, Faculty, contribute to ensuring that research capability and capacity are supported in Faculty hiring policies and practices and in the School's academic workload model
- Provide advice and support on research matters to the Centres of the School.

Research funding

- Work with the Director of Philanthropy and Partnerships, to identify, cultivate and assess external sources for funding for research at the School
- Work with the Associate Dean, Faculty to identify, develop and assess internal sources for funding research at the School
- Develop clear guidelines for the administration of the Internal Competitive Grant applications scheme and chair the Research Committee in assessing applications
- Assess the effectiveness of research allowance schemes, supporting the Associate Dean, Faculty in their administration and review.

Integration and collaboration with University of Melbourne

- Engage with Associate Dean, Research at the FBE to develop a collaborative approach to research schemes and activities, and more broadly across the University of Melbourne
- Participate in relevant FBE/UoM research committees, including the Committee of Associate Deans of Research (CADRe) and the bi-monthly FBE/MBSL research meeting.
- Advise and assist the Dean, Internal and Dean on how best to integrate and leverage research activities at the School with those at both the FBE and the broader University.

Research profile

- Develop and oversee channels for the effective dissemination of research activities and achievements to key stakeholders with the aim of enhancing the reputation of the School
- Work collaboratively with the Marketing team and others within the School to enhance and regularly review the School's website content as it relates to research.

SELECTION CRITERIA

Qualifications/Experience/Skills

- PhD in business-related discipline
- An international research reputation
- A strong record of publishing in leading academic journals
- Demonstrated success in building a research agenda and attracting research funding
- Strong appreciation of the value of multi-disciplinary research
- Expertise in academic administration

Competencies and attributes

- Maintain confidentiality and exercise discretion
- High attention to detail
- Excellent interpersonal skills, including sophisticated verbal and written communication skills
- Highly developed organisational skills
- Demonstrated problem-solving skills
- Ability to work as an effective pro-active member of multiple teams
- Ability to demonstrate the value of research to stakeholders

POSITION TERMS AND REVIEW

The position of Associate Dean Research will have an initial duration of two years and then be subject to a review.

The Associate Dean will be expected to retain a teaching role in the programs, and the position will allow for teaching reduction in the amount of 45 points.

MBS GUIDING PRINCIPLES

MBS is a values-based organisation, which means that we understand that the way we go about things, our behaviours, attitudes and actions make a big difference to what we achieve. Our guiding principles are as follows.

1. Promote Diversity

'We embrace our diversity to promote opportunities for growth, learning and innovation'

2. Be Respectful

'We are open to other opinions and emotions, treat each other with respect and care for everyone in our community'

3. Work Collaboratively

'We foster trust, build strong relationships and work together to achieve the best outcomes'

4. Encourage Experimentation

'We act with courage, recognising it's okay to speak out and take risks to innovate and grow'

5. Act with Integrity

'Be honest, transparent, trustworthy and fair'

6. Be Accountable

'Take responsibility for your decisions and interactions'

7. Strive for Excellence

'We strive for excellence in all our actions and interactions'