

MGSE Leadership Position Description

Role:	Associate Dean Engagement
Eligible applicants:	Academic staff, Level D and above
Term of appointment:	2 years
Workload allocation:	0.2 FTE (or as negotiated)
Contact	<p>Professor Jim Watterston Dean Email: jim.watterston@unimelb.edu.au Tel: (03) 8344 8331</p> <p>MGSE People & Culture Email: mgse-hr@unimelb.edu.au</p>
How to apply:	Send an 'Expression of Interest' addressing the Selection Criteria and a very brief CV, the total to be no more than four pages , to mgse-hr@unimelb.edu.au and marked "Expression of Interest – Associate Dean Engagement MGSE"; by Close of Business Friday 20 March 2020.

Role Summary

The Associate Dean Engagement will oversee the engagement portfolio and related projects including the development and implementation of MGSE's Engagement Strategy, which takes into account the University's strategic direction for place and community; develop and sustain relationships with MGSE's key stakeholders and partners across the full spectrum of the education system and with other industry partners; improve the reciprocal exchange of expertise between MGSE, our alumni and our communities to strengthen research and teaching partnerships.

Key Responsibilities

Engagement

- Represent the interests of MGSE on relevant University committees (Engagement @ Melbourne);
- Develop and implement the MGSE Engagement Strategy in alignment with the University's and MGSE's strategic direction for community engagement;
- Grow and nurture engagement with MGSE alumni, donors and philanthropic communities

- Working closely with AD Research, AD Learning & Teaching and the Professional Experience and Research Coordinator Leader (MTeach), engage with schools to grow and enhance our partnerships with schools and education environments across Australia;
- Report on the progress of MGSE engagement activities and develop proposals for new engagement initiatives;
- In alignment with ERA, drive engagement through research and teaching into economic, social, environmental, cultural and other impacts.

Leadership and Service

- Oversee MGSE's External Advisory Committee;
- Chair MGSE's Honours Committee, communicate decisions to the Executive and implement agreed actions;
- Articulate the commitment to engagement in the Academic Performance Guidelines and give examples of engagement relevant to promotion across academic levels;
- Participate as a member of MGSE's Executive Committee.

Capabilities, Experience and Knowledge Requirements

- Professor or Associate Professor level appointment;
- Demonstrated knowledge of global trends in education and an understanding of issues related to tertiary engagement internationally;
- Demonstrated experience in facilitating and managing programs to professional educators in a variety of settings;
- Excellent leadership, organisation-building and management skills;
- Ability to enthuse colleagues to work collaboratively;
- Capacity to manage resources;
- Understanding / knowledge of strategic marketing;
- Demonstrated capacity to work effectively as part of a teaching and learning management team;
- Demonstrated ability to contribute to the strategic direction of the Graduate School, particularly in relation to matters within this portfolio; and
- Familiarity with the strategic direction of the Melbourne Graduate School of Education and the University of Melbourne and demonstrated knowledge of current University strategies and policies relating to this portfolio.