



Position description

Professor and Head

Department of Anatomy and Developmental Biology

Department	Department of Anatomy and Developmental Biology
School	School of Biomedical Sciences
Sub-Faculty	Sub-Faculty of Biomedical and Psychological Sciences
Faculty	Faculty of Medicine Nursing and Health Sciences
Work location	Clayton campus
Date document created or updated	June 2015

Organisational context

Monash University is Australia's largest university, with five local campuses throughout Victoria, as well as two international campuses – Malaysia and South Africa - and international centres in the People's Republic of China, Italy and India. A unique alliance with the Warwick University (UK) sits alongside an array of international collaborations with leading universities and corporations around the world, expanding the University's global network.

The Faculty of Medicine, Nursing and Health Sciences is the University's largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research.

The faculty is also home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas: infectious diseases, drug design, inflammation, *in vitro* fertilisation, obesity research, cardiovascular physiology, functional genomics, psychology, developmental biology, neurosciences and mental health. The Faculty is currently ranked 36th in the world by the THE University League tables.

To learn more about the faculty, please visit www.med.monash.edu.au/

The **sub-Faculty of Biomedical and Psychological Sciences (FBPS)** is a unique discovery research precinct of the Faculty of Medicine, Nursing and Health Sciences. The Discovery Precinct is a partnership between (i) Monash Biomedicine Discovery Institute; (ii) Australian Regenerative Medicine Institute; and (iii) Monash Institute of Cognitive and Clinical Neuroscience. The mission is to carry out world-class discovery research that translates to the clinical and commercial sectors. The FBPS Discovery Precinct is home to two ARC Centres of Excellence, namely, (1) Advanced Molecular Imaging and (2) Integrative Brain Function.

We are committed to an inclusive working environment with a particular focus on gender equity.

Please visit <http://www.med.monash.edu.au/biomed-psych/index.html> for more information on FBPS.

The **School of Biomedical Sciences and Monash Biomedicine Discovery Institute** is one of the largest and most dynamic biomedical research and teaching environments in Australia. The School and its cognate Departments of Anatomy and Developmental Biology, Biochemistry and Molecular Biology, Microbiology, Pharmacology and Physiology comprise over 100 research groups and deliver discipline-focused teaching into our flagship Biomedical Science Degree, the Bachelor of Science Degree, as well as the Medical School and various Health-related Degree Programs. We pride ourselves on an excellent and evolving teaching curriculum and our teaching space is about to be transformed by a new \$80 million dollar biomedical teaching building. Opening in 2019, the new building will provide world-class teaching and learning space for Biomedical Sciences.

All research staff in the School are also a member of the **Monash Biomedicine Discovery Institute (BDI)**. The BDI comprises six inter-disciplinary health-focused research Programs, each led by a research leader in the field. The BDI Programs include, Infection and Immunity, Cancer, Cardiovascular Disease, Development and Stem Cells, Metabolic Disease and Obesity and Neuroscience. The BDI works closely with clinical and drug development precincts at Monash and has a number of major industry partnerships to facilitate the translation of our research.

The School and BDI comprise over 100 research teams that publish over 700 papers in international journals every year. Annual research income is over \$50 million, the vast majority of which comes from the NHMRC and ARC.

For more information about us and the work we do, please visit:

www.monash.edu/discovery-institute

www.med.monash.edu.au/sobs/

The **Department of Anatomy and Developmental Biology** is one of five Departments of the School of Biomedical Sciences. It is one of the strongest research and teaching Departments in the field. Staff and students are accommodated in high quality research space with easy access to all of Monash university's research platforms. Areas of research expertise include renal and lung biology, epithelial and reproductive biology, inflammation, embryology, cancer, stem cell biology and regenerative medicine.

The Department is responsible for the delivery and coordination of the developmental biology major within the BSc course, and the teaching of human anatomy in the medical, physiotherapy, radiography, biomedical science and science degrees (including a major in developmental biology). Teaching is conducted at both the undergraduate and postgraduate levels.

Further details about the department can be found at: <http://www.med.monash.edu.au/anatomy/>

Summary of the Position

The position is a strategic appointment and part of a plan to:

- Raise the research profile of the Department of Anatomy and Developmental Biology
- Reinforce research excellence within the department
- Provide effective leadership into the future

Accountability

During terms of appointment as head of department, the appointee will be accountable to the Head, School of Biomedical Sciences.

Objectives

As head of department

- Increase the national and international profile of the Department of Anatomy and Developmental Biology
- As a member of the Biomedicine Discovery Institute executive, contribute to developing the strategic direction of the institute
- Work closely with the Heads of the relevant BDI Programs to develop research excellence

- Develop and encourage a shared vision for future research directions, goals and priorities of the department which is aligned to the broader mission and goals of the Biomedicine Discovery Institute, Faculty and the University
- Foster the development of outstanding academic programs and research training in the department
- Be responsible for teaching excellence, academic planning and implementation and resource allocation and management in the department
- Foster strong collaborative links with external organisations to strengthen research, teaching and engagement

As a professor

- Provide leadership and foster excellence in research, teaching, professional activities and policy development in the department, the school, the faculty, the University and the community, both scholarly and general
- Make an outstanding contribution to all activities of the department and within the relevant profession or discipline

Duties

As Head, Department of Anatomy and Developmental Biology

In addition to the duties and responsibilities imposed by virtue of being a professor in the Department of Anatomy and Developmental Biology, as outlined below, the appointee's responsibilities will include:

Leadership and strategic direction

- Provide high-level strategic leadership and develop appropriate strategic and operational plans for the department that align with the broader faculty strategic direction
- Implement quality assurance and improvement procedures with the goal of enhancing all aspects of the department's activities
- Report professionally on key departmental activities and responsibilities, including on service quality and academic outcomes
- Provide high-level support, advice and reports on portfolio operations and on strategies

Staff management

- Take overall responsibility for relevant aspects of staff management in the department
- Delegate responsibility for day-to day activities to individual managers as appropriate
- Promote OHS&E and equity policies of the University
- Play a major role in the recruitment, selection and induction of academic and professional staff
- Facilitate and promote the mentoring and performance development of academic and support staff
- Manage staff grievances in an appropriate manner

Financial and infrastructure management

- Financial management of the department, including planning, implementation and monitoring of agreed budgets
- Ensure that the department complies with all financial procedures and regulations
- Coordinate measures to obtain funds from outside sources and the disbursement of such funds within the department

As a professor in the Department of Anatomy and Developmental Biology

Research and education

- Provide research leadership and support in the discipline of anatomy and development biology with the continuation of an international reputation for research excellence in the department
- Establish a strong, personal program of research capable of attracting substantial external funding and being published in top tier journals
- Foster and lead the acquisition of research funds from external grant allocating bodies
- Foster a collaborative cross-disciplinary research culture, promoting research collaboration and opportunities for engagement across the Discovery Research Programs
- Support a strong research culture in the department, working with the Discovery Program Leads in the development of research expertise in staff members
- Supervise honours research projects and postgraduate research theses
- Provide strong and committed leadership in teaching and curriculum development

- Make a distinguished personal contribution to the teaching program in anatomy and developmental biology
- Participate in the faculty's curriculum planning and development processes, academic committees, and relevant examination processes
- Engage with affiliated teaching hospitals and research institutes for delivery of teaching programs

Service

- Represent the faculty, school and area of expertise in relevant school, faculty and University committees
- Contribute to academic and administrative leadership within the department and participate in the development of policy in the school, faculty and University
- When appropriate, take responsibility for other senior academic administration roles within the school, faculty and University

External relationships

- Engage with external agencies as a representative of and spokesperson for the school / BDI.

Appointment period

The professorial appointment will be a continuing appointment in the Department of Anatomy and Developmental Biology and will include the role of head of department for an initial period of up to five years with opportunity for renewal.

Performance development

The performance of the appointee will be assessed annually and in accordance with the Monash Performance Development Process: Academic Staff.

Selection Criteria

Qualifications

- Research doctorate or equivalent higher degree in anatomy and developmental biology

Achievements, capabilities

- Evidence of outstanding scholarly activity of an international standard in anatomy and developmental biology, including significant publications in the highest impact journals, a consistent record of high level research engagement and productivity and a demonstrated continuing commitment to one or more programs of research
- Highly developed interpersonal and communication skills including the ability to establish effective/productive relationships with other academics, to mentor and develop staff and to represent and advocate for the department as a contributing member on various boards and committees within the faculty and the University
- Demonstrated experience in various facets of academic management including the necessary leadership, strategic planning, financial, human resources and decision making skills needed to manage a large department
- Evidence of collaborative research and the ability to foster a research culture with less experienced researchers
- Evidence of interdisciplinary research projects and/or projects that are aimed at translational outcomes
- Demonstrated ability to attract external funding in the form of both national competitive grants and other research income and in building links with industry, government, funding and professional bodies
- The ability to make a significant contribution to postgraduate training programs in anatomy and development biology
- Evidence of innovation in curriculum development, course design and course management
- Commitment to delivery of quality services to students

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.

Further information

Confidential enquiries may be made to Professor John Carroll, Head, School of Biomedical Sciences and Director, Monash Biomedicine Discovery Institute. Telephone +61 3 9902 4381, email j.carroll@monash.edu