



**MENZIES**  
RESEARCH CENTRE



## Are you ready to preserve the work of one of Australia's greatest leaders?

The Robert Menzies Institute will be established in January 2021 to preserve and reimagine the work of one of Australia's greatest leaders, Sir Robert Menzies. The Institute will explore the ideas and values embodied in Menzies' legacy and their continuing role in Australia's cultural and intellectual life. The Institute will engage with key decision makers and the broader community through its work, and debate Australia's key issues through both private forums and public events.

# Executive Director

The Board of The Robert Menzies Institute are seeking to appoint an exceptional individual to be its inaugural Executive Director. As the leader of The Institute, the ideal candidate will demonstrate:

- Experience as a senior leader of a purpose-led organisation that makes a substantial contribution to Australian public life;
- A deep commitment to advancing Australia as a liberal democracy in a globalised economy;
- A strategic mindset coupled with a contemporary leadership style and well-honed people skills;
- An ability to engage, navigate, and represent The Robert Menzies Institute across an array of key stakeholders including the Australian Federal and State Governments, academic and cultural institutions, corporate Australia and the broader Australian community;
- Strong commercial acumen and the ability to attract funding for The Institute's policy programs, publishing, and events; and
- Impeccable ethics and credibility as a leader in academia, culture, government, or the corporate sector.

This role will be based in Melbourne, Australia.

The Role Specification is provided in the following section.

### **TO APPLY**

Applications in the form of a cover letter, response to the Key Selection Criteria, and a copy of your recent Resume must be submitted to Egon Zehnder via [mel.search@egonzehnder.com](mailto:mel.search@egonzehnder.com) by **Wednesday, 27 January 2021 at 5:00pm (AEST)**.

Role Specification

Executive Director, The Robert Menzies Institute

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**EgonZehnder**

Contact

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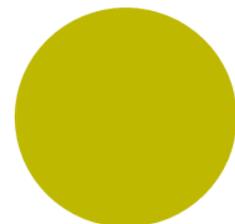
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## Role Specification

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## The Robert Menzies Institute - Background

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In 2021, Menzies Research Centre and the University of Melbourne will jointly establish an Institute recognising the legacy of Australia's longest serving Prime Minister, Sir Robert Menzies.

With Federal Government funding of \$7m and support from the University of Melbourne, the Robert Menzies Institute (The Institute) will bring Sir Robert's spirit alive for a new generation. It will stimulate research into his many achievements and the philosophy of liberalism that underpinned them; the expansion of housing, trade relations with Asia, post-war prosperity, the defence of the nation and the preservation of freedom. It will do so across political and philosophical spectrums, seeking to advance the quality of public policy and civic debate.

The Institute will particularly focus on Menzies' important role in the expansion of higher education which put a university education into the reach of many. Sir Robert was a great believer in the battle of ideas and the Institute will serve as a forum for public discussion in that tradition.

The Institute will:

- Curate Sir Robert's papers, books and other significant items including 3,800 items already held by the University
- Create a digital hub for researchers.
- Host visits by schools and develop curricula. Develop programs for educational engagement
- Become a centre for research into Australian liberal democracy including hosting of visiting professors.
- Organise public lectures, discussions and exhibitions.
- Partner as appropriate with other Prime Ministerial institutes, libraries and cultural institutions to bring the Menzies legacy to life

A formal agreement between the Menzies Research Centre (MRC) and the University was signed in early December 2020 paving the way for the Institute to begin operating in January 2021. It will be housed in temporary premises in the West Wing of the University's Old Quad until the renovation and fit-out of its permanent home in the East Wing is completed.

The Institute will be established as an independent company limited by guarantee with two founding members: MRC and the University of Melbourne. It will be governed by a board of six distinguished Australians (two each from the University and the MRC and two independent directors) and funded by a mix of government funding, founding member contributions and philanthropy. The Institute will be managed by an Executive Director working with a small team of staff.

The Institute is seeking an inaugural Executive Director to lead its establishment and ensure that it plays a significant role in Australia's cultural and intellectual life.

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## The Role

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The Executive Director will be the Institute's most senior employee and its ultimate advocate. They will have accountability for providing high-level leadership, driving performance and continuous improvement in curatorial practice, research, engagement and external relations, whilst maintaining financial sustainability and a positive workplace culture

### Job Purpose

The Executive Director will lead the Institute by stewarding and enlivening the Menzies legacy, making accessible and engaging to scholars and a wider public a rich cultural collection and forging relationships with partner collections and institutions globally. The Executive Director will be a passionate advocate for the Institute by advancing and reimagining the work of Robert Menzies and its contemporary relevance in an increasingly polarised world. The Executive Director will lead the Institute's scholarly and public engagement program by producing research and analysis of Menzies history, politics and policy, and stimulating discourse and debate by convening exhibitions, public lectures, and policy roundtables. Success will be measured by the quality and depth of the Institute's engagement with the community and its contribution to civic debate.

### Key Accountabilities will include

#### Strategy

- Leading the formulation and delivery of the Institute's overarching strategy and ensuring its objectives are mutually reinforcing by identifying and building a national target audience through the re-imagining of the legacy of Menzies.
- Balancing the Institute's research, communications, public engagement, and funding activities and ensuring a flexible and sustainable staffing profile to deliver this.

#### Research and programming

- Acting as the primary advisor to the Board on all areas of research and programming, including leading research projects and communicating publicly
- Maintaining key relationships with the Institute's members and its partners, including cultural institutions, collecting agencies, Prime Ministerial institutes, universities and government.

#### Cultural stewardship and engagement

- Overseeing the Institute's curatorial function, including relationships with the Robert Menzies Collection, and other collections and cultural institutions globally.
- Supporting dynamic and engaging programming, reaching a range of audiences and building a reputation that distinctively leverages the Institute's cultural and intellectual assets.

#### Communications

- Responsibility for the Institute's communications strategy, including modelling clear, incisive and balanced communications and coaching staff as required.
- Maintaining an effective presence in key media outlets such as major newspapers, online platforms, and broadcasters.

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**Stakeholder engagement and influence**

- Building and maintaining a network of key decision-makers and influencers in government, politics, not-for-profits, business, academia, and civil society. This will include engaging with relevant stakeholders so that the best of their insights inform and enrich the Institute's work.
- Speaking at various public events to give visibility to the Institute's work and profile and share insights and perspectives.

**Funding**

- Leading the Institute's fundraising effort, including by working with board members, so as to maximise the long-term financial sustainability of The Institute.
- Taking responsibility for driving the fundraising strategy, including developing and maintaining relationships with corporate affiliates, large foundations, general donors, and bequests.
- Strengthening relationships with organisations that work with multiple philanthropists (e.g. Philanthropy Australia, Perpetual Trustees) to advance philanthropic donations.

**Operational Management**

- Preparing high quality Board papers which support transparency and provide clearly articulated choices, backed by the relevant information and analysis.
- Overall responsibility for ensuring financial decisions are made in a sound and responsible manner and that the budget is consistent with The Institute's expenditure and funding strategy.
- Responsibility for all other operational systems, including communications, stakeholder management, finances, internal reporting, HR management, and IT.

**Team leadership and development**

- Attract and retain exceptional staff to carry out The Institute's activities.
- Develop and lead The Institute's staff to produce their best work and to enhance their skills.
- Lead, articulate, and role-model a positive organisation-wide culture.

**Size of Team**

The Institute will have a permanent staffing profile of around 4 FTE, complemented by visiting and specialist roles as its work program requires.

**Role Location**

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The role will be located in the Old Quad, Building 150 (Parkville Campus), The University of Melbourne, Parkville VIC 3052

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## Reporting to the Chair and Board of Directors

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### The Board of Directors will comprise:

- 2 Directors from the Menzies Research Centre
- 2 Directors from the University of Melbourne
- 2 Independent Directors including the Chair

## Key Selection Criteria

<b>Functional Experience</b>	Valuable	Ideal
Leadership in an organisation or organisational division at similar scale		<input type="radio"/>
Policy development		<input type="radio"/>
Accountability for an operating budget		<input type="radio"/>
Financial management	<input type="radio"/>	
<b>Career Experience</b>		
Commercial acumen and financial navigation skills		<input type="radio"/>
Commitment to the objectives of the Institute		<input type="radio"/>
Ability to represent and lead the establishment and building of the organisation		<input type="radio"/>
Capacity to set up and lead a small team of professionals, report to a board and manage the finances		<input type="radio"/>
Exceptional stakeholder management skills across government, academia, the private sector and the community		<input type="radio"/>
Public sector experience or significant exposure		<input type="radio"/>
Experience working in or with educational and cultural institutions including libraries and museums		<input type="radio"/>
Ability and willingness to take the lead in driving the fundraising strategy and develop donor relationships		<input type="radio"/>
Ability to quickly master complex subject matters and speak with confidence on those matters		<input type="radio"/>
Communication and presentation skills (written and verbal) with capability to nuance in a politically astute manner		<input type="radio"/>
Experience/understanding of Australian history, public policy and political environment		<input type="radio"/>
Media and public presentation experience	<input type="radio"/>	
<b>Qualifications</b>		
Relevant tertiary qualifications		<input type="radio"/>

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## Leadership Skills

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### Effective Influencing at the Highest Levels

The candidate will have outstanding communication skills with a combination of intellectual strength. She or he will have the ability to build relationships and manage key stakeholders, with a demonstrated capacity for decision-making and the ability to inspire a sense of direction and purpose in others. They will be able to demonstrate the ability to advocate for and effectively influence a range of high-level stakeholders, including capability to nuance messaging in a balanced manner so as to navigate their way through often complex and sensitive policy areas.

### Strategic Mindset

The successful candidate will understand how to vary their leadership style at both the strategic and operational level to meet the needs of a dynamic working environment. They will be open to innovative ways for The Institute to deliver on its mission to members and the broader community, in both the short and longer term.

### Results Orientation

He or she will be a strong-minded self-starter, who is confident and articulate. While the new leader must be resilient, he or she must also strongly believe in the importance of the public discourse and the value that The Institute brings. Apart from being experienced in driving outcomes across public policy development, the new leader must be able to propel The Institute's fundraising towards a position of long-term financial sustainability.

### Team Leadership

The ideal candidate will have a proven commitment to a high performing, positive and inspiring workplace culture. The track record of the successful candidate will include experience in managing a highly independent team of program directors. He or she will be able to delegate and motivate effective teamwork in a small and high performing team committed to The Institute's mission.

### Personal Qualities

The successful candidate will lead by example and bring a passion for the core work of the Institute which is balanced by both maturity and wisdom in outlook. He or she will be respectful of others, have high standards of integrity and be sensitive to their own personal place in the policy ecosystem.

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