Faculty of Engineering and Information Technology

**School Operations Manager**

**POSITION NO** 0046750

**CLASSIFICATION** UoM 9

**SALARY** $139,693 - $145,339 (pro rata for part-time)

**SUPERANNUATION** Employer contribution of 17%

**WORKING HOURS** Full time (1 FTE)

**BASIS OF EMPLOYMENT** Continuing

**OTHER BENEFITS** [https://about.unimelb.edu.au/careers/staff-benefits](https://about.unimelb.edu.au/careers/staff-benefits)

**HOW TO APPLY** Online applications are preferred. Go to [http://about.unimelb.edu.au/careers](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** Brendon Matthews
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*Please do not send your application to this contact*

For information about working for the University of Melbourne, visit our website: [about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)
**Acknowledgement of Country**

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

**Position Summary**

Aligned to partner with one of the Faculty of Engineering and Information Technology’s (FEIT) three schools the School Operations Manager is the senior professional staff member in the school and is responsible for the development and implementation of systems, policies and procedures, as well as managing resources to ensure the school's effective and efficient functioning. They provide leadership and contribute to the achievement of the school’s strategic and operational goals and are responsible for leading and overseeing the daily management of the school’s operations.

The role will manage school operations and planning activities. They will have a deep understanding of the school’s operational cycle including budgets, teaching and research activities. They will use this knowledge along with solid stakeholder relationships to triage and solve complex problems to maximise performance of our schools. The role will lead a team of professional staff to deliver effective administrative support for the school they support.

The role will work closely with the Head of School (HoS), Heads of Department (HoD) and professional partners in the faculty to deliver key initiatives of the faculty and school strategy across the areas of both teaching and research as well as our significant infrastructure program of work.

A commercial outlook, flexibility, good judgement will all be essential for this role to pivot between daily operational tasks and the delivery of longer-term projects.

The School Operations Manager reports to the Head of Strategy, Planning and Resources (HoSPR) with operational accountability to the HoS and forms part of a larger network of professional managers of the Faculty of Engineering and Information Technology (FEIT).

1. **Key Responsibilities**

   - Operational Planning, Management and Service Delivery
   - Business and Financial Planning
   - Process Improvement
1.1 OPERATIONAL PLANNING, MANAGEMENT AND SERVICE DELIVERY

- Develop and implement the school’s operational plans in consultation with the HoS the school executive and HoSPR.
- Lead the department and/or school administration function including but limited to environmental health and safety, equipment booking processes, casual teaching budgeting & planning, staff recruitment and purchasing.
- Deliver executive administrative support to the school through leadership of the professional staff within the school.
- Provide high level advice on university, faculty and school operating rules, policies and guidelines to the school executive.

1.2 BUSINESS & FINANCIAL PLANNING

- Play an active role in developing school business plans, including collecting and analysing information to develop key action plans across the school in the areas of research, teaching and learning, research training and engagement.
- Ensure delivery of the school business plans by managing relationships with other professional service units across FEIT and University Shared Services.
- Working with the Finance Business Partner understand the current financial status of the school and monitor and track performance against budget. Provide insights into cost management and savings for the school.

1.3 PROCESS IMPROVEMENT

- In collaboration with the School Operations Managers of other FEIT schools and the HoSPR lead and contribute to projects to streamline and standardised business planning, operating and financial management practices across the schools and faculty.

2. Selection Criteria

2.1 ESSENTIAL

- Postgraduate tertiary qualification or an equivalent combination of significant relevant experience and/or education/training
- Demonstrated experience leading operations of large complex organisation
- Proven ability to develop strong trusted relationships with stakeholders, specifically strong influencing ability
- Sound judgement in decision making and when managing multiple stakeholders.
- Experience in the effective management of financial and budgetary operations within a complex organisation.
- Experience with workforce planning and Human Resource functions for staff recruitment and selection
- High-level analytical and innovative problem-solving skills.
- Excellent communication and interpersonal skills including the ability to present information clearly.
- Demonstrated ability to effectively lead and champion change within an organisation particularly in physical workplace change
Proven ability to maintain a cycle of continuous improvement to all workplace practices

2.2 DESIRABLE

- Demonstrated understanding of the legislative and regulatory frameworks that apply in higher education as well as a thorough understanding of current issues in University operations
- A commerce or a business-related degree.
- Understanding of the resources and administrative support structures required to deliver university-based research at a large scale.
- An understanding of environment, health and safety management

2.3 OTHER JOB RELATED INFORMATION

- Occasional work out of ordinary hours is required.
- This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This role will require the incumbent to frequently operate independently and at times with minimal supervision.

3.2 PROBLEM SOLVING AND JUDGEMENT

The position requires the incumbent to exercise sound judgement and problem-solving skills to execute complex projects.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires expert knowledge and appreciation of the academic environment and of the University organisation and operation including policy, systems and procedures.

3.4 RESOURCE MANAGEMENT

Reporting Line: Head of Strategy, Planning and Resources
Direct Reports: 8
Indirect Reports: Nil
Direct Budget Accountability: n/a
3.5 **BREADTH OF THE POSITION**

The position operates across a broad spectrum of faculty and university operations and engages with staff from across all levels of the organisation.

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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

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:

https://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 **STRATEGY, PLANNING AND RESOURCES**

The Strategy, Planning and Resources team provides expertise and leadership to ensure that the faculty and its schools achieve their strategic and operational goals and objectives. It does this by:

- Development, implementation, and monitoring & reporting of the strategic & business planning process for the faculty
Leading the operational management of the faculty, its schools, and departments, research centres and institutes

Leadership and oversight of the risk management for the Faculty within the University’s risk management policies, systems and processes

Ensuring that the faculty efficiently and effectively allocates its human and financial resources to achieve the faculty’s strategic objectives

Leveraging the resources and capabilities of university professional shared services to enable the faculty to deliver on its operational and strategic goals

Leading the partnership and engagement function of the faculty

Partnering with the Director of Infrastructure to develop business cases for Faculty capital bids as part of the University’s capital planning process

6.2 FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY

https://eng.unimelb.edu.au/

The Faculty of Engineering and Information Technology (FEIT) has been the leading Australian provider of engineering and IT education and research for over 150 years. We are a multidisciplinary faculty organised into three key areas; School of Computing and Information Systems (CIS), School of Chemical and Biomedical Engineering (CBE) and School of Electrical, Mechanical and Infrastructure Engineering (EMI). FEIT continues to attract top staff and students with a global reputation and has a commitment to knowledge for the betterment of society.

FEIT has never been better positioned as a global leader, anchored in the dynamic Asia Pacific region, creating and curating knowledge to address some of the world’s biggest challenges. Through our students and our relationships with communities, we can not only respond to society’s needs but anticipate and create engineering and IT solutions for the future.

Our ten-year strategy, FEIT 2025, is our faculty’s commitment to bring to life the University-wide strategy Advancing Melbourne and reinforce the University of Melbourne’s position as one of the best in the world.

To achieve our ambitions, we will continue to build new infrastructure to enable our teaching, research and engagement; we continue to recruit outstanding people from around the world; and we continue to attract high-quality students from across the globe who are at the heart of our enterprise.

https://eng.unimelb.edu.au/about/feit-2025

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 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

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 https://about.unimelb.edu.au/strategy/governance