Faculty of Medicine Dentistry & Health Sciences
Melbourne Medical School

School Manager – Melbourne Medical School

POSITION NO  C- 0033820
CLASSIFICATION  SM2 – (Director)
SALARY & SUPERANNUATION  Senior Manager 2 (indicative range inc of super $224,165 - $294,620)
WORKING HOURS  Full Time
BASIS OF EMPLOYMENT  Continuing
OTHER BENEFITS  https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY  Online applications are preferred. Go to 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  Scott Brain
Email scott.brain@unimelb.edu.au
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
Acknowledgement of Country

The University of Melbourne would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrung people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

Position Summary

The primary purpose of this position is to develop, maintain and manage a high quality of business and operational services within the Melbourne Medical School (MMS). Working within a self-directed framework, the School Manager will manage the overall performance of the education, research, financial and business management services, ensuring consistency with the University's vision and values.

Reporting to the Head of School, with professional responsibility to the Faculty’s Chief Operating Officer, the School Manager is the most senior member of professional staff within MMS. The incumbent will be responsible for a scope of work that includes the planning, management and delivery of the research, teaching and learning, engagement, commercialisation and administrative services within MMS and its constituent Departments and Centres.

The School Manager will work with the Faculty Directorate to drive effective financial management and budgeting, operational efficiency, service quality and strategic outcomes.

The School Manager is a key member of the School Executive, which is responsible for the development of the MMS strategic plan. The strategy is underpinned by the development of strong and meaningful relationships with key internal and external stakeholders, including academic and professional staff throughout the School; senior MMS, Faculty and University leaders; and our major external partners.

The Melbourne Medical School is large and complex, with activities in multiple precincts and sites associated with health services, research centres and institutes across Melbourne and regional Victoria.

A key function of the role is to develop, lead and manage a team of professional staff who deliver a range of services that support and guide academic staff. The incumbent will ensure excellent, ongoing and proactive internal MMS and Faculty communications to initiate improvements that support School, Faculty and University goals.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability.
1. **Key Responsibilities**

- Relationship management
- Strategy and planning
- Financial performance and business development
- Operations management and service delivery
- Human Resource Management
- Education performance
- Research performance
- Quality improvement
- Project management
- Professional staff development.

1.1 **RELATIONSHIP MANAGEMENT**

- Support the Head of School in enhancing relationships with government entities, hospitals and other health services, research institutes and professional bodies.
- Acting on behalf of the School, build and maintain effective relationships with a broad range of stakeholders throughout the University and wider health, research and higher education sectors, consulting and communicating to enhance connection and engagement with the School.
- Ensure effective communication is provided to all staff in the School, developing strong relationships and open channels of communication.
- Maintain strong working relationships with School and Faculty Senior Managers to develop strategies and policies that further the School’s research, teaching and engagement ambitions and support a work environment that promotes collaboration, joint planning, and knowledge sharing.
- The School Manager and Head of School work together to form a strategic business partnership and ensure regular and ongoing communication with the Dean and Faculty’s Chief Operating Officer.

1.2 **STRATEGY & PLANNING**

- Work collaboratively with the Head of School, School Executive, Heads of Department and colleagues in the School to:
- Provide overall strategic leadership that is cohesive and aligned with the priorities, ambitions and values of the School and University
- Develop the overall School strategy and ongoing tracking of strategic initiatives against the School and Faculty Strategic Business Plan and Operational Plans
- Work with Heads of Department and Department Managers to ensure alignment of strategic objectives and operational plans with the School, Faculty and University.
The School Manager works to provide fully informed strategic advice to the Head of School and School Executive in order for the School to achieve excellence in education, research and service within the context of the broader University and major partners in a complex health environment.

Provide expert advice to facilitate strategic analysis, scenario planning, and policy analysis and modelling to support the School in decision-making and determining strategic priorities and initiatives.

Act as the lead for business development, planning, financial and strategic frameworks on behalf of the Head of School in order to ensure collaborative and transparent planning structures.

Support the Head of School in achieving KPIs, which includes implementing the School’s research, teaching and engagement strategy and the Faculty Strategic Plan.

Support the School in benchmarking its activities against international standards

Ensure the School delivers its strategic and operational objectives effectively in the area of business requirements, statutory obligations, and compliance and policy frameworks.

Provide effective leadership, management, coaching, policy guidance and advice for MMS professional staff engaged in the provision of corporate support to the School.

Provide mentorship and staff development opportunities across the School.

1.3 FINANCIAL PERFORMANCE AND BUSINESS DEVELOPMENT

Provide effective leadership, oversight and financial management of the School’s financial position, ensuring appropriate fiscal management. Lead discussion and negotiation of the School’s budget position with the Faculty, validating and advocating to ensure equitable and appropriate budget allocation to the School. Make recommendations for remedial actions in the event of budget anomalies.

Develop briefing documents relating to reporting and development of key trends and issues affecting the School for the School Executive and Faculty meetings.

Lead the development of business proposals for new funding streams and work with colleagues across the University in promoting the growth and financial viability of the School.

1.4 OPERATIONS MANAGEMENT AND SERVICE DELIVERY

Provide leadership for the management of School resources and optimal use of University services to deliver the best possible outcomes for the School. Develop and implement state-of-the-art business services in the School, including workforce planning and deployment.

Oversee and ensure effective management of the School’s critical infrastructure needs, including teaching and learning environments, IT and research platforms across the multiple precincts and sites of the School.

Provide insight and high-level advice into School-level risks, compliance management and reporting. Oversee compliance and quality assurance management in line with requirements under the University’s risk management policy.

1.5 HUMAN RESOURCES MANAGEMENT

Ensure effective human resource management of the School’s staff, providing high-level advice and support to the Head of School. This is achieved via regular engagement, planning and collaboration with Faculty People and Culture stakeholders.
on HR matters. This may include: workforce planning; performance management and development plans;
- recruitment and selection strategies/outcomes; and personnel management.
- Lead the ongoing evaluation and review of the School’s organisational structures, systems and processes and make recommendations that ensure the School’s strategic objectives are met.
- Provide vision, role clarity and development opportunities for the School’s support staff to create an engaged workforce with a commitment to the provision of quality of service and continuous improvement.
- Effectively motivate, coach and manage staff to achieve goals. Ensure staff are provided with clear performance expectations and regular feedback, addressing poor performance and nurturing and rewarding high performance.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities.

2. Selection Criteria

2.1 ESSENTIAL
- Demonstrated ability to clearly present information in person and in writing, with the ability to influence and negotiate effectively with internal and external stakeholders at all levels.
- Strong capability as an ethical leader who values diversity and works effectively with individual differences.
- A demonstrated capacity to lead and motivate teams to develop a high performance and service-driven culture.
- Experience managing a complex budget.
- A relevant postgraduate qualification and proven management expertise, or an equivalent combination of extensive relevant experience and/or training within a higher education, research or health-related organisation.
- Demonstrated ability to develop and implement strategic and operational plans with the proven ability to successfully initiate, socialise and manage change processes.
- Proven, extensive experience and high-level expertise in planning and managing resources, including financial, human resources, space and other assets.

2.2 DESIRABLE
- Demonstrated understanding of the higher education and health environments.

2.3 OTHER JOB RELATED INFORMATION
- This position requires the incumbent to hold a current and valid Working with Children Check.
- From time to time this position may require out-of-hours work and travel.
3. 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.

4. 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.

5. Other Information

5.1 ORGANISATION UNIT
https://medicine.unimelb.edu.au/

5.2 BUDGET DIVISION
https://mdhs.unimelb.edu.au/

5.3 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

5.4 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.

5.5 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