



POSITION DESCRIPTION

Science Secretariat
Faculty of Science

School Operations Manager

POSITION NO	0057834
CLASSIFICATION	UOM 9
SALARY	\$139,693-\$145,339 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing FLEXIBLE EMPLOYMENT The University of Melbourne is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://hr.unimelb.edu.au/careers , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Ms Kerri Crocker Tel +61 418 599 438 Email kerri.crocker@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of country throughout Australia. The University recognises the unique place held by Aboriginal and Torres Strait Islander peoples as the original custodians of country and their continued connection to the land, waterways, songlines and culture. The University respects all Aboriginal and Torres Strait Islander People and warmly embrace those students, staff, Elders and collaborators who identify as First Nations.

Position Summary

Reporting to and working in close collaboration with the Director, Strategic Operations and Associate Director, Strategic Operations, the School Operations Manager will support and advise Heads of School in the preparation, implementation and monitoring of strategic and operational initiatives and plans for the Schools.

The incumbent will build and maintain effective relationships with academic and professional staff within the allocated School, along with key personnel in the Faculty Senior Management team, to ensure that the School's interests are represented, and are aligned with the objectives of the Faculty and the University. This may include representing the School on operational matters with major internal / external partners and stakeholders, or on internal committees.

The School Operations Manager is responsible for the management and efficient delivery of support services that are specific to the Schools or Institute within their portfolio. The School Operations Manager will lead the professional staff in the provision of excellent service to the internal and external stakeholders.

We encourage applicants from under-represented groups, including Aboriginal and Torres Strait Islander people. To allow us to consider performance relative to opportunity, we also invite applicants to provide a brief statement (up to 1 page) that describes circumstances that may have affected their career development or progression, including career interruptions or delays, periods of part time work, or forms of bias they have experienced.

2. Key Responsibilities

Working closely with the Director, Strategic Operations, Associate Director, Strategic Operations, and Head of School you will:

2.1 STRATEGY & PLANNING

- ▶ Collaborate and contribute to School and/or Institute strategic planning processes, as required.
- ▶ Work closely with the Heads of School in the development and implementation of School/Institute strategic initiatives.

2.2 OPERATIONAL MANAGEMENT & SERVICE DELIVERY

- ▶ Design and implementation of School and/or Institute operational planning processes, monitor progress throughout the year, evaluate outcomes and make recommendations for change.

- ▶ Assist in the development of an integrated resources plan for School and/or Institute, encompassing workforce planning, academic services, infrastructure, and responsible financial and asset management.
- ▶ Integrate and oversee the School and/or Institute administrative functions, establish clear directions, common goals and open communication by fostering a work culture that supports the ongoing growth and development of the School and Institute.
- ▶ Oversee management and delivery of support services that are specific to the requirements of each School and Institute.
- ▶ Develop strong and collaborative relationships with key internal and external stakeholders.
- ▶ In collaboration with Senior Faculty Directors, contribute to business development and preparation of the Schools and Institutes annual budget.
- ▶ Oversee budget monitoring and reporting processes and make recommendations for remedial actions in the event of budget anomalies.
- ▶ Support the responsible management of School and/or Institute resources, and the optimal utilisation of resources to deliver the best possible outcomes for the School and Institute.
- ▶ Oversee compliance and quality assurance management, in line with requirements under the University's risk management framework including OH&S legislation, statutes, regulations and policies.

2.3 LEADERSHIP

- ▶ Leadership and professional development of Professional Staff within School and/or Institute.
- ▶ Effectively motivate, coach and manage staff to achieve goals. Provide clear performance expectations, regular feedback and document performance outcomes, ensuring poor performance is addressed and high performance nurtured and rewarded.
- ▶ Maintain a work environment that promotes collaboration, joint planning, and the sharing of knowledge.
- ▶ Occupational Health and Safety (OH&S) responsibilities as outlined in section 5.

3. Selection Criteria

3.1 ESSENTIAL

- ▶ A relevant postgraduate qualification and management experience, or extensive management experience and proven management expertise, or an equivalent combination of relevant experience and/or training.
- ▶ High level interpersonal and communication skills, including a proven capacity to build and maintain effective and productive relationships with a wide range of stakeholders.
- ▶ Demonstrated ability to exercise judgement, make difficult recommendations and decisions.
- ▶ Demonstrated understanding of the higher education environment including its strategic direction.
- ▶ Demonstrated ability to develop and align operational plans and establish and implement procedures and initiatives to enable delivery of plans.

- ▶ Demonstrated analytical, conceptual and problem-solving skills.
- ▶ Demonstrated ability to adapt to new situations, and deliver positive, innovative solutions to operational issues.
- ▶ Proven ability to effectively lead and motivate staff to deliver high quality, professional and timely services within budget and to prioritise workloads and identify appropriate staff development.
- ▶ Proven planning and project delivery skills.

3.2 DESIRABLE

- ▶ Prior experience of working within a science environment.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The School Operations Manager operates under the broad supervision of the Associate Director, Strategic Operations and is expected to work independently and autonomously on the achievement of objectives of the role.

Within the Schools and Institutes, the incumbent displays leadership, and works and liaises closely within the Secretariat, the School and Institute, and within the broader University.

4.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will be required to exercise well-developed analytical, investigative and reporting skills to manage complex issues and situations across a range of activities, with discretion and sensitivity. High level judgement, diplomacy, advocacy and excellent problem-solving skills are required to develop solutions to complex problems, within an environment of competing priorities and resource constraints.

The ability to recognise consequences and outcomes of advice, decisions or actions taken, and confidentiality is essential to this position.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is expected to have detailed knowledge of the structure, organisation, systems and culture of the Schools, Faculty and University. The incumbent must have a willingness to work with changes in systems, or processes. The incumbent will need expert skills in coordination and leading cross functional teams.

The position requires a range of high-level interpersonal skills that inspire confidence and enable all staff to work effectively within a collegial, team environment, and be recognised for their achievements.

4.4 RESOURCE MANAGEMENT

The incumbent will lead and motivate professional staff ensuring that services are delivered at a high standard. The incumbent is also required to be able to solicit

cooperation from staff that do not report directly to this position, which requires a consultative style, and an ability to build common respect and understanding.

4.5 BREADTH OF THE POSITION

The position acts across a range of policy and operational issues and is responsible for the management of services within the School and Institute.

The incumbent is expected to demonstrate the capacity to conceptualise and implement professional, management, or administrative policies at the School/Institute/Precinct level, working towards consistency of administrative processes across the Faculty. This position requires interaction with staff at all levels in the Faculty, and to work with a range of issues.

5. 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.

6. 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:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

7. Other Information

7.1 SCIENCE SECRETARIAT

The Science Secretariat is the administrative unit for the Faculty of Science and all its teaching, research and commercial activities. The Secretariat is responsible for the policy development, planning, implementation and ongoing management of Faculty programs.

7.2 FACULTY OF SCIENCE

<https://science.unimelb.edu.au>

Science at Melbourne is a global leader across fundamental and impactful scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food & Ecosystem Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees, enrolling more than 11,500 undergraduate and 3,750 graduate students.

We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty's focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, teaching and serve diverse national and global communities.

As a Science community we sit across five of the University's campuses – Parkville, Dookie, Burnley, Creswick and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Melbourne Energy Institute, Melbourne Biodiversity Institute, Oceania Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and the Indigenous Knowledge Institute and home to numerous Centres.

7.3 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>.

7.4 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.

7.5 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 <http://www.unimelb.edu.au/governance>