

POSITION DESCRIPTION



Department of Accounting
Faculty of Business and Economics

Department Senior Manager

POSITION NO	0033727
CLASSIFICATION	UOM 9
SALARY	\$139,693 - \$145,339 per annum
SUPERANNUATION	Employer contribution of 17%
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	Ewan Evans Director, Student and Academic Services ewan.evans@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 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

Reporting to the Associate Director, Academic Services Operations, the Department Senior Manager [DSM] is critical role within the Faculty's Student and Academic Services team, is embedded within a department and partners with a Head of Department / Director [HoD] along with the Faculty's Senior Team [Faculty Executive Director, Associate Dean, Teaching and Learning, Associate Dean, Research] in achievement of Faculty and Department strategic and operational objectives across teaching, research and engagement activities.

The DSM manages department planning, resources, and operating activities to ensure alignment with the Faculty's strategic priorities and expectations. The DSM will have a deep understanding of the department's objectives and operational cycles and uses this knowledge along with solid stakeholder relationships to triage and solve complex problems to maximise performance.

The role leads a team of professional staff to high performance to deliver effective operational and administrative support.

The DSM collaborates across the Faculty via communities of practice in support of continued operational excellence and is an integration point between the Department, Faculty and University Shared Services to ensure efficient and effective levels of service. As a senior leader in the faculty, the DSM contributes strategically to faculty wide initiatives as a member of the Faculty Operational Management Team [OMT] and will be accountable for the delivery of faculty wide strategic projects working in partnership with other members of the OMT and Shared Services.

A commercial outlook, flexibility, and good judgement will be essential for this role as is the ability to pivot between daily operational tasks and the delivery of longer-term faculty and department strategic objectives.

This role will suit someone with "grit", a can-do attitude, adaptability as well as a high level of self-motivation and initiative while being able to navigate ambiguity.

1. Key Responsibilities

1.1 PLANNING AND RESOURCE MANAGEMENT.

With leadership from the Associate Director, Academic Services Operations, the DSM will

- ▶ Support the HoD in the development and implementation of the Department's strategic and operational plans across teaching, research, engagement, financial, workforce and space requirements in line with Faculty and University processes, including monitoring progress throughout the year, evaluating outcomes, and making recommendations for improvement.
- ▶ Oversee the delivery of all Department-led services to enable high-quality teaching, research and engagement activity in line with University and Faculty. This includes utilisation of enterprise-wide systems to support, amongst others, class timetabling, student assessment support and other teaching operations, and – from time to time – working collaboratively across Faculty and University to improve end-to-end systems and services.
- ▶ Advise the HoD on the impact and implications of changes to Faculty and University policies, procedures and services as well as planning and resource matters acting as a source of information, guidance and advice for both academic and professional staff on these matters.
- ▶ Collaborate with the HoD and the Accreditation Team in meeting Faculty accreditation requirements.
- ▶ Oversee compliance and quality assurance management under the University's risk management framework including OHS legislation, statutes, regulations and policies.
- ▶ Provide high level advice on University, Faculty and other guidelines and policies to the HoD and department executive.

1.2 LEADERSHIP AND OPERATIONS MANAGEMENT

- ▶ Support and nurture professional staff in developing and collaborating in communities of practice across the Faculty and the University.
- ▶ Work collaboratively with other DSMs to align, improve and streamline, where possible, processes and practices across the Faculty to improve operational efficiency.
- ▶ Contribute to all facets of the Department's service management, fostering and maintaining relationships with internal and external stakeholders, and acting as a key liaison in relation to information exchange between the Department and Faculty teams.
- ▶ Other accountabilities include, amongst others, significant contributions to workload and performance management within Departments, key stakeholder engagements and relationships (including key accounting associations, industry partners, academic visitor programs and discipline specific research groups and centres).

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Postgraduate tertiary qualification or an equivalent combination of extensive relevant experience and/or education/training.
- ▶ Demonstrated experience in strategic partnerships, planning and leading operational delivery in a large, complex and dynamic service-orientated environment, including the ability to develop strong trusted relationships with stakeholders, specifically strong influencing ability.
- ▶ Sound judgement, with an ability to anticipate project and stakeholder needs, and to identify dependencies across different pieces of work.
- ▶ Demonstrated acumen in resource management, particularly financial and workforce planning to achieve strategic and operational goals. This includes high-level skills in budget development, financial management and cost control to achieve operational and strategic goals.
- ▶ High-level analytical and innovative problem-solving skills, including thinking creatively and working collaboratively across teams to solve business challenges, and high-level capacity to exercise judgment, discretion and initiative, and draw on complex qualitative and quantitative data sources to support operational decision making and strategic advice,
- ▶ Proven people management skills with the ability to motivate and lead staff to work with a customer-focussed orientation. This includes during periods of program evolution and change.
- ▶ Clear understanding of the meaning and importance of excellence and impact as it relates to teaching and research and the implications for the coordination, integration and management of a range of people, resources and business service functions
- ▶ Demonstrated resilience with a commitment to a mindset of personal growth.

2.2 DESIRABLE

- ▶ Demonstrated understanding of the higher education environment including its strategic direction.

2.3 OTHER JOB-RELATED INFORMATION

- ▶ Operational requirements may influence timing of annual leave.
- ▶ 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 incumbent is required to understand, interpret, and communicate specialist and complex information. The incumbent should be results and solutions oriented, applying creativity and lateral thinking to address challenges as they arise.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent must develop a deep understanding of their own department as well as familiarity with the mission, strategic priorities, and initiatives of the broader Faculty and the University.

The position requires excellent interpersonal skills to facilitate effective communication with team members and other stakeholders and clients. At times this will require the incumbent to exercise tact and patience as well as the ability to maintain confidentiality

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 BUDGET DIVISION

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

<https://fbe.unimelb.edu.au/about/join-fbe>

Through its leading research and teaching, the Faculty of Business and Economics at the University of Melbourne influences policy design, corporate governance, and business practices globally.

The Faculty of Business and Economics has been preparing students for exciting and challenging careers since 1924. The Faculty offers extensive undergraduate, graduate, and research higher degree study options through the Bachelor of Commerce, Melbourne Business School suite of postgraduate programs. There are more than 10,000 students enrolled in undergraduate and graduate degrees within the Faculty. The Bachelor of Commerce is one of the most sought-after business courses in Australia. The Faculty is also the home of leading research masters degrees and the PhD. The Faculty hosts world class academics and professional staff, the brightest students, alumni, and other stakeholders. Since its establishment, the Faculty has produced a large number of leaders in business, government, and academia, in Australia and around the world. We are committed to enhancing our applied research outcomes, expanding our curriculum, and bolstering our connections with industry to help shape the world of business and economics in Australia and internationally.

The Faculty seeks to welcome and value the unique contributions of people from all backgrounds. We are committed to diversity and inclusion practices to achieve our vision through the policy of relative-to-opportunity performance evaluation and initiatives such as Faculty Carer's Travel Support Scheme, Professional Development Programs, Awards for excellence in teaching and research.

6.2 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>

6.3 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, 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 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 that will reshape the campus and our contribution to the communities we engage with. This strategy and the priorities proposed are centred around five intersecting themes: place, community, education, discovery and global.

6.4 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>