MANAGER, SCHOOL MANAGEMENT OFFICE

SCHOOL/UNIT
School of Engineering & Information Technology

SUB-UNIT
School Management Office

CLASSIFICATION
HEW 7

WORK LOCATION
Bandar Sunway, Malaysia

ORGANISATIONAL CONTEXT

Established in 1998, Monash University Malaysia is the third largest campus of Australia's largest university. We carry with us the distinction of being the Malaysian constituent of a premier research intensive Australian university ranked among the top 100 universities in the world, and a member of Australia’s prestigious Group of Eight (Go8). From humble beginnings, Monash Malaysia has grown in stature, and is now recognised as a leader in the international higher education sector in Malaysia.

We play a distinctive part in Monash’s ambitious vision to be a modern and global international university, leveraging on our location in one of the region's industrial hotspots to serve as Monash’s platform for scholarly engagement with Southeast Asia and beyond. We strive to address the social, political and economic challenges of today, and to translate our research into real world impact.

As a self-accrediting University, we attract students not just from Malaysia, but from all over the world. Approximately 8,000 students representing more than 70 nationalities are currently enrolled at Monash Malaysia, and enjoy a quality academic experience.

Since our inception, Monash Malaysia has built a reputation for quality, credibility and integrity, and is held in high esteem by our students, alumni, industry and government. We encourage critical thinking to help discover new ideas, reveal new perspectives and devise solutions. We maintain a long and proud tradition of excellence in education, combined with liberal values of enquiry, providing a fertile environment for bright young minds to flourish, and life-long opportunities for those wishing to enhance their education and career.

For further information see: www.monash.edu.my.

The School of Engineering continues to grow rapidly, particularly in the delivery of undergraduate programs, and through the expansion of its facilities and infrastructure. In addressing global engineering challenges of the 21st century, the expansion of research activities in our Malaysian campus is of high priority for the University, reflected by the significant increase of school collaborative partnership with the industry sector, and through the offering of the Higher Degrees by Research, the Master of Engineering Science (Research) and the Doctor of Philosophy (PhD). The School currently has close to 1,500 undergraduate students, consisting of approximately 70 academic staff, and 42 professional and technical support staff.
The School offers the 4-year Bachelor degree in 6 disciplines: Chemical Engineering, Civil Engineering, Electrical and Computer Systems Engineering, Mechanical Engineering, Mechatronics Engineering and Software Engineering. These are the 6 core disciplines of Engineering, driven by the strong and growing demand for capable graduates in Malaysia, the Asian region and beyond.

In line with the School Development Plan and to meet the thriving market demand, the school has recently started to offer the Master of Advanced Engineering (Energy and Sustainability), a 1-year Master by coursework program.

For further information: www.eng.monash.edu.my.

The School of Information Technology (IT) at Monash University Malaysia is one of seven schools under the purview of the Faculty of Information Technology, one of the most prestigious IT faculties in the world. By integrating its computing and information technology disciplines, the School provides enormous breadth and depth of teaching and research to the campuses, strategic alliances, centres and partnerships that form the Monash global network.

The School of IT is committed to develop courses relevant to living and working, and is poised to meet an increased demand for IT graduates in the next few years. The School of IT allows students to pursue their interests while acquiring the knowledge and skills that employers are looking for, in parallel enhancing their learning initiative by applying knowledge in exciting, immersive and innovative ways.

Currently, the School offers 3-year Bachelor of Computer Science (BCompSci) degree, 1-year Bachelor of Computer Science (Honours) and 2-year Master of Business Information Systems (MBIS) by coursework. The School also offers a 4-year Bachelor of Software Engineering (Honours) in collaboration with the School of Engineering. The School also has a dynamic research environment, with research programs available for undergraduate and postgraduate students, including MPhil and PhD studies.

For further information, please visit www.monash.edu.my/it.

POSITION PURPOSE

Reporting to the Senior School Manager (SSM), the Manager - School Management is a middle level administrative position of the Schools, and is responsible for effective support to the schools operations and administrative services in accordance with the tactical and operational directions, operational plans and requirements of the Schools of Engineering and IT. The position carries a diverse portfolio of operational execution, management and reporting, which includes overseeing and being responsible for delivery of student
services, research services, technical services, as well as the financial and administrative services in the schools supporting the Senior School Manager.

The Manager also contributes to the mission and goals of the school by taking major responsibility for providing support to the Schools, including providing advice to the Senior School Manager with constructive and deliberative input to review school activities, development and implementation of policies and procedures, publicity and marketing activities and website management. The Manager is to work closely with other Managers and Academics in the schools, and also interacts closely with staff and Heads of Disciplines. At the same time the Manager is to work closely with other units in campus such as Human Resources, Finance, ITS, Planning, Facilities, Alumni Relations, Marketing and Future Students, Purchasing and other campus-based administrative staff in relation to administrative and operational activities.

**Reporting Line:** The position reports to Senior School Manager

**Supervisory Responsibilities:** As assigned

**Financial Delegation:** Not applicable

**Budget Responsibilities:** As per delegation by Senior School Manager

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**KEY RESPONSIBILITIES**

**Strategic Planning**

1. Manage and continuously review all financial and operational administrative functions for the School including the development and implementation of policy and procedures which assist the School to achieve its strategic objectives and to generate efficiency and service improvements

2. Represent financial and operational area interests of the School and develop constructive relationships with stakeholders

3. To work with SSM to ensure the school’s human resources needs are attended to and to provide support to the management in ensuring the staffing and training needs are met for all members

4. To work with SSM, School Management and MAFS to ensure the schools marketing and student recruitment activities are carried out as planned. In addition, to also provide support in the development of promotional materials and the management of student recruitment events

**Administration and Operations**

5. Manage the day-to-day operations of the School

6. To be liaison between school management and academic staff in terms of administration and operation

7. Work with Resources Manager to coordinate, in consultation with respective campus administrative units, the management and coordination of key university events

8. Provide advice and support to staff and students as required on organisational and administrative policy and procedures

9. To work together with SSM and Managers from all the other units from the school to ensure effective implementation of policy and procedures, supporting in analysis and reporting, and ensuring consistent, effective management of schools resources and administrative functions

10. To update and report to SSM on activities related to administration and management of school resources and operations

11. In coordination with SSM and Education Manager, assist the school in accreditation related work such as audit and documentation at the same time ensuring all education activities are in compliance with policies, procedures, business rules and other regulations in education related areas

12. Provide advice and support to the academics and other stakeholders on establishing, maintaining and continuing engagements with the Alumni and students
Financial Management

13. Manage day-to-day financial transactions of the Schools and provide useful financial analysis. Also be responsible for the financial operations for both schools looking into submission of claims, invoices etc. and keeping track of the OPEX and CAPEX

14. Report and advice on matters related to the Schools financial resources and budget administration

15. Liaise closely with the Finance Unit of the University to ensure smooth administration of financial matters

16. Assist the Senior School Manager to plan and review the budget, and monitor budget performance against target for the Discipline and prepare regular reports for the School

17. Liaise with other School Administrative units on all financial matters i.e. internal grant funding, capital and operational expenses, purchase requisitions and other related matters

18. To support the school by working together with SSM in providing recommendation and inputs regarding budget planning and usage; ensuring all expenses are within budget

19. To assist members of the school with procedural advice on matters relating to budget, finance, resources, education and research

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - A degree qualifications/and extensive, relevant experience related to the position preferably in private higher education organization;
   - financial management experience will be added advantage

Knowledge and Skills

2. Excellent administration skills and a demonstrated capacity to develop and implement effective operational processes and systems

3. Excellent organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines

4. A strong commitment to excellence in customer service and a hands-on approach to service provision

5. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative

6. Strong analytical and problem-solving skills

7. Highly-developed written and verbal communication skills, including the ability to interact with a diverse range of stakeholders and negotiate positive outcomes to complex issues

8. Highly developed computer literacy, including experience using business software such as Microsoft Office

9. Able to work with multiple teams/units at all times

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- Participation in key events for the Campus and School, as required:
  - Monash Open Day and Graduation Ceremonies
o Campus enrolment and induction sessions as the School’s representative
o Campus, School and Discipline functions that may take place after normal office hours

**LEGAL COMPLIANCE**

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Ethics, Equal Opportunity, Occupational Health and Safety, Conflict of Interest (including Conflict of Interest in Research), Paid Outside Work, Personal Data Protection, Conduct of Research, and Staff/Student Relationships.