SENIOR MANAGER, OPERATIONS, RESOURCES AND PLANNING

DEPARTMENT/UNIT: Art Design & Architecture Faculty Admin Services
FACULTY/DIVISION: Faculty of Art Design & Architecture
CLASSIFICATION: HEW Level 9
WORK LOCATION: Caulfield campus

ORGANISATIONAL CONTEXT

There’s a certain feeling you get from working at Monash University. It’s the feeling that you’re a part of something special. Something significant. And that’s because you’re not just starting your career, or taking on a bigger challenge. You’re making a real contribution – surrounded by energetic, inspiring people who are driven to make a difference as well. Monash is a place where you’ll be able to develop your career in exciting, sometimes unexpected ways – putting you in the best possible position for a rewarding future. Discover more at www.monash.edu

The Faculty of Art, Design and Architecture: In Melbourne, art, design and architecture are leading influences on the city’s internationally recognised cultural dynamism, exhibited through significant collecting and exhibiting institutions, commercial galleries and innovative cultural production. Within this rich milieu, Monash Art Design and Architecture (MADA) is a vibrant centre of rigorous creative practice, encompassing architecture, design and fine art integrated with traditional scholarship. MADA advocates the essential role of creative practice in quality of life and proposes and develops models for future communities that are culturally enriched and environmentally sustainable. To learn more about MADA, please visit our website: www.monash.edu/mada

POSITION PURPOSE

The Senior Manager, Operations, Resources and Planning plays a pivotal leadership and advisory role in the Faculty’s budgeting, planning and operations, to support and direct the Faculty’s strategies, resource management and programs.

In conjunction with the Faculty General Manager, the Senior Manager, Operations, Resources and Planning is responsible for financial decision-making that improves the Faculty’s business performance, drives revenue diversification and supports long term sustainability. This includes an understanding of the implications of student load, the costing of non-traditional research, and management of workshop and technical resources. The incumbent works closely with the Manager, Finance and Resources, to lead forecasting and financial performance analysis and provide advice at the highest levels.
The Senior Manager leads a Facilities team of technical and resource staff, and is responsible for the effective management of resources, including space allocation, to deliver and support the teaching and research ambitions of the Faculty whilst focusing on continuous improvement and the delivery of innovative business solutions. This includes the responsible management and implementation of Occupational Health and Safety policy and processes.

The position is a key interaction point between the Departments, Faculty and University portfolios such as the finance and budgeting areas of the Office of the Senior Vice-President (Finance), University Planning and Statistics, and Buildings and Property.

**Reporting Line:** The position reports to the Faculty General Manager under broad direction

**Supervisory Responsibilities:** The position provides direct supervision to 2 staff members

**Financial Delegation:** Yes, in accordance with the University delegations schedule

**Budgetary Responsibilities:** Yes, in line with Key Responsibilities

### KEY RESPONSIBILITIES

1. Contribute to Faculty strategic and operational planning and provide high level support and strategic financial and resourcing advice to the Dean and Faculty General Manager

2. Contribute to financial decision-making at a senior level to improve the Faculty’s business performance, drive revenue diversification and support long term sustainability

3. Take accountability for strategic planning and achievement of the Faculty and University goals as a senior member of the management team

4. Lead, manage and be accountable for the successful performance of diverse and complex administrative and technical functions involving key faculty resources, such as the workshops including glass, casting, printmaking, photographic, digital and fabrication laboratories, in accordance with university policies, procedures and standards

5. Oversee a Facilities and Resources team which, in conjunction with Buildings and Property, manages all Faculty facilities and resources including buildings, equipment and other occupancy issues

6. Lead and direct strategic change management projects, including building projects, and initiate the development and review of policy and procedure relevant to the functions and programs managed

7. Lead, manage and be accountable for risk, compliance and quality assurance for the functions managed, including regular monitoring and reporting in accordance with University and legislative requirements

8. Initiate, lead and develop strong partnerships with other relevant business units, functional areas and key senior staff, including provision of expert advice and leadership

9. Manage and lead a team of professionals with strong technical skills, including planning and allocating staff resources, and develop a work environment that fosters high achievement and continuous improvement in service provision and productivity, as well as strong collaboration in cross-faculty and cross-functional projects

10. Undertake other duties as delegated by the Faculty General Manager

### KEY SELECTION CRITERIA

**Education/Qualifications**

1. The appointee will have:
• A recognised postgraduate accounting qualification, with current CPA or CA accreditation and extensive relevant experience; or
• extensive experience and management expertise;
• or an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Extensive experience in managing significant and complex resources in a similar environment to ensure effective management of the departments financial and physical resources in line with regulatory standards
3. Demonstrated extensive and broad experience in leading, motivating and developing a team of professionals to deliver service excellence and continuous improvements
4. Outstanding investigation, analytical and interpersonal skills, including the ability to devise innovative solutions to complex issues at both an operational and strategic level
5. Exceptional communication skills, including the ability to provide authoritative advice and to manage relationships, influence and negotiate at senior levels within and outside the university
6. Superior planning and organisational skills, with the ability to prioritise and delegate tasks to achieve a substantial agenda within agreed timeframes and to required standards
7. Experience working independently within a framework of broad guidelines, and as part of a leadership team contributing to setting strategic direction, undertaking strategic planning, providing advice and implementing initiatives to deliver on objectives
8. Relevant proven experience with contemporary financial and management accounting concepts and practices including the use of relevant systems
9. Current working knowledge of Occupational Health and Safety legislation in a technical and creative setting
10. Knowledge of creative disciplines, and resources employed for teaching and research, such as digital and analogue technologies, workshop and studio requirements

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

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.