

SCHOOL MANAGER

DEPARTMENT/UNIT	School of Public Health and Preventive Medicine
FACULTY/DIVISION	Faculty of Medicine, Nursing and Health Sciences
CLASSIFICATION	Hew 10A
DESIGNATED CAMPUS OR LOCATION	553 St Kilda Road

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The **Faculty of Medicine, Nursing and Health Sciences** is the University's largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The faculty is home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas. Our expertise in life sciences and biomedicine is recognised both nationally and internationally.

From a teaching perspective, our education curriculum covers a range of disciplines, including medicine, nursing, radiography and medical imaging, nutrition and dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. We take pride in delivering outstanding education in all courses, in opening students to the

possibilities offered by newly discovered knowledge and in providing a nurturing and caring environment. To learn more about the faculty, please visit www.monash.edu/medicine.

Monash School of Public Health and Preventive Medicine is a teaching and research unit of the Faculty of Medicine, Nursing and Health Sciences and is centred at the Alfred Hospital Campus. It plays a prominent role in public health medicine and works closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. It plays a prominent role in public health medicine in Australia and has a strong record for training individuals with the capacity and skills to assume leadership roles in Australia in this field. We work closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. Our skills provide a key resource underpinning translational research within our Faculty.

POSITION PURPOSE

This highly autonomous position is critical to effective leadership and management of professional support activities across the School of Public Health and Preventive Medicine. The School Manager is the most senior professional staff member in the School and is responsible for planning and managing the School's business and professional service functions, including budgeting and financial planning; research services; academic programs; external relationships; recruitment; communications; planning and resources.

The School Manager proactively manages the provision of shared services to the School portfolio and is responsible for developing and leading a high functioning professional support team across all areas of the School, enabling effective implementation of the School's operational and strategic plans.

The appointee will work closely with the Sub Faculty Dean, Head of School and the School Manager, Central Clinical School to shape and action local strategic, business and operational plans. The appointee will ensure that the school is compliant with relevant university policy and procedures at all times and make changes as required to this end. The appointee will play an important role managing relationships within the school and ensuring that staff and students have access to a safe and healthy workplace.

Reporting Line: The position reports to Head of School, School of Public Health and Preventive Medicine with a functional reporting relationship to the Faculty General Manager and will work with a considerable degree of autonomy

Supervisory Responsibilities: The position has direct responsibility for the supervision of dedicated school support staff and also works closely with shared services staff at the Alfred precinct. The appointee is responsible for leading all professional staff across the School

Financial Delegation: The level of financial delegation is \$100,000

Budgetary Responsibilities: The position is responsible for managing an annual operating budget of \$185 million

KEY RESPONSIBILITIES

1. Provide vision, administrative leadership, development opportunities and mentoring to dedicated school and shared services staff to create a highly engaged workforce, and promote a work culture that supports the ongoing growth and development of the school
2. Lead and manage the School's administrative functions and resources, including oversight of the operation and integration of administrative services and academic programs and the management of the School's research infrastructure, ensuring there is clear direction to deliver outcomes
3. As a member of the School's senior leadership team, provide authoritative commercial, financial and resourcing advice to the Head of School, and other senior school staff

4. Lead the development and preparation of the School's annual budget, oversee the monitoring, compliance and reporting processes and (working with relevant precinct finance staff) provide detailed and ongoing financial analyses of teaching, research and other activities, supporting effective management decision making
5. Contribute to school governance via membership of School Executive and by playing a proactive leadership role in relevant school committees and working groups
6. Take responsibility for the School's governance, risk profile and compliance management, ensuring that monitoring and reporting on areas of risk are conducted on a regular basis and in line with the University's Risk Management strategy.
7. Contribute to a strong research culture within the School through the oversight of strong research governance
8. Work closely with senior staff to develop school related strategic plans to support new and existing research and teaching initiatives
9. Develop and action effective and financially viable operational plans aligned to the School's vision, strategic plans and other faculty/university initiatives, ensuring effective execution through appropriate resource allocation and regular review
10. Establish and maintain effective networks across the University, to ensure the interests of the School are promoted
11. Establish and maintain effective networks within the School, across the University and with external organisations and stakeholders, and work closely with local Business Partners and Central HR to manage human resources at school level in accordance with university policy, systems and procedures
12. Ensure that school staff and students have access to Monash electronic resources and adequate support
13. Locally manage space and other resources in conjunction with the University's Building and Property Division
14. Oversee the development and conduct of internal and external communications and the development of marketing plans directed towards meeting enrolment targets
15. In conjunction with academic coordinators monitor and report on the outcomes of the School's teaching programs and develop and analyse opportunities for improvement
16. Undertake specific service reviews to ensure that new and existing school operations are efficient, financially viable and appropriately resourced and lead business process redesign and change management initiatives as required
17. Contribute significant leadership and energy to maintaining a safe and healthy work environment for staff and students and Chair the School OH&S committee
18. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A relevant postgraduate qualification and extensive experience at executive management level within a complex management environment; or
 - an equivalent combination of relevant experience and education/training.

Knowledge and Skills

2. Highly developed leadership and people management skills

3. Extensive strategic and business planning experience
4. Extensive experience in a University setting across a range of business management functions including: research management, finance, human resources, administration, resource management, marketing, communications and business development
5. Highly developed analytical and conceptual skills with the demonstrated ability to undertake analyses of complex financial operations
6. Highly developed interpersonal and communication skills and the ability to develop and maintain effective working relationships with a wide range of stakeholders
7. Proven ability to negotiate effectively at senior levels, to work independently under broad supervision and to build and maintain high performing teams
8. Extensive experience in management of a large budget, as well as knowledge of and experience in the management of research funding
9. A well-developed understanding of organisational dynamics
10. Management experience in the tertiary education sector in an off-campus hospital location; or a medical research institute

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
- This position will require a successful National Police Record check and Finance Record check

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.