**POSITION DESCRIPTION**

**Position Title:** School Manager  
**Organisation Unit:** School of Civil Engineering  
**Position Number:** 3020589  
**Type of Employment:** Full-time, continuing  
**Classification:** HEW Level 9

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**THE UNIVERSITY OF QUEENSLAND**

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver **knowledge leadership for a better world**.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience –the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The School of Civil Engineering is one of the largest schools of its kind in Australia. Located in the state-of-the-art, $135 million Advanced Engineering Building, the School passionately delivers world-leading teaching, research, and service. We aspire to be the civil engineering school of choice for students, staff, industry, and the wider community in the fields of water, environmental, geotechnical, structural and transportation engineering.

Our goal is to foster graduates with the technical and professional skills required to lead the civil engineering profession and we aim to re-engineer civil and environmental research to improve the way communities operate and function.

Our academic staff hail from over 24 countries, are widely published and cited, and have extensive research backgrounds in diverse engineering disciplines including coastal, environmental, fire safety, geotechnical, hydraulics, structural, transport, and water resources. These research strengths attract expert academics and students from around the world and provide industry with consulting expertise, research collaboration and testing facilities.

The School recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position regardless of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The School strives to provide an inclusive working environment, and along with the University, is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

For more information about the School, please visit: www.civil.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq
DUTY STATEMENT

Primary Purpose of Position

The School Manager proactively directs and manages the provision of a range of functions and services to the School. The successful candidate will be responsible for developing and leading a high functioning Professional staff team comprising both administrative and technical staff, to ensure the organisational and financial sustainability of the School and Faculty’s core activities. The School Manager performs a key leadership role in the development and maintenance of a strong, and effective structure and culture within the School whilst strengthening ties with the Faculty, and other organisational units within UQ, as well as a wide range of external stakeholders.

This position is primary advisor to the Head of School and School staff on strategic matters and matters pertaining to policy and business operations. The School Manager is responsible for supporting and operationalising the strategic direction for the School of Civil Engineering to ensure that it achieves excellence in its teaching and learning, research, and industry and community outreach activities. This position is also required to work closely with the Head of School in identifying, initiating and implementing change management initiatives that can enhance the business and operations of the School, the Faculty and the University.

This position works closely with the Faculty Executive Manager and a network of School Managers within the Faculty to ensure consistency of service and implementation of best practice services.

Duties

Duties and responsibilities include, but are not limited to:

Strategic Management and Operational Planning

- Actively participate in and contribute effectively to the Strategic and Operational planning and review process of the School, while providing operational and strategic leadership,
- Support the Head of School to achieve the overarching vision, mission and objectives of the School, the Faculty and University
- Advise the Head of School, senior managers, and staff on the identification, management and mitigation of risk
- As a member of the School Advisory (executive) Committee, support the Head of School by providing overall leadership and management of the School’s operations
- Monitor progress against the Operational Plan and report progress on relevant KPI’s to the Head of School and School Executive. This encompasses administrative services, academic programs, research and technical infrastructure, and WHS
- Undertake significant projects or portfolios of projects for the Head of School and (from time to time) Faculty where required including those which involve complex matters and short timeframes
- Identify, develop, and implement initiatives to promote continuous development of the School
- In partnership with Professional Service Function Managers, lead a culture of continuous improvement within the professional functions of the School
- Represent and advocate for the School and Faculty where required in key internal and external forums and committees.
- Serve as a member or Senior Secretary on School Committees and Working Parties
- Lead the strategic development and planning of business practices, resource planning, and the integration of support services on behalf of the School in order to ensure
collaborative and transparent planning structures that aim to meet the vision, mission and objectives of the School.

- Lead, contribute to, and actively promote a high standard of professionalism and performance management across the School and Faculty.

**Resource and Staff Management**

- Manage the day-to-day operational functions of the school and act as the key liaison with the Professional Service Function Managers
- Lead a team of administrative and technical staff and be responsible for all administrative and technical staff in the School whilst promoting a high standard of staff performance, skill development and productivity
- Manage the School’s budgetary responsibility in the amount of $100,000.
- Provide guidance and support to the Head of School through the annual budget and forecasting processes.
- Advise Head of School and School Executive on budget strategies, financial position and planning issues, working closely with the Faculty Finance Manager and School Senior Management Accountant.
- Act as Budget Holder and manage the budgets for the School’s Operational and Laboratory accounts, and as a financial delegate for the School.
- 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.
- Work closely with a range of clients to ensure human resources at the School level are planned and managed in accordance with University policy including training requirements, and provide advice and assistance to the Head of School on sensitive human resource matters and policies and procedures related to human resource management.

**Marketing and Engagement**

- Work with the School Executive to develop marketing and engagement goals for the School and work productively with the Faculty Marketing & Communications Team to roll-out enabling initiatives.
- Provide direction to the School’s Event and Communication Officer in relation to communication strategies and outreach opportunities.
- Build relationships with key partners, industry and professional groups, and evaluate engagement outcomes.

**Facilities and Information Technology**

- Manage the School space allocation and oversee facilities/refurbishments as required;
- Work with Faculty and University IT regarding deployment/upgrading of the Schools IT systems and monitor adequacy of service standards.

**Academic / Student Administration and Teaching Support**

- Supervise and contribute to the effective and efficient administrative management of the School’s and Faculty’s teaching programs;
- Oversee the development and implementation of guidelines and processes to enhance efficiency and contribute to a positive experience for students and staff across School and Faculty teaching support activities.
Research and Research Training

- Direct, supervise and contribute to the effective and efficient management of the School's research initiatives by liaising with Research and Research Training Division, Finance and Business Services, and the Graduate School in relation to research grant management, fellowship and scholarship applications and awards, and the submission of reports to government agencies.

WH&S

- Work with the School's Workplace Health and Safety Officer and the Faculty WH&S team to provide leadership, commitment and support for the promotion, effective implementation and ongoing management of WH&S within the School and for workers undertaking fieldwork and off-campus work;
- Ensure the provision of WH&S information, training and supervision in the School; that risk assessments are undertaken for relevant work; oversee incident investigations in the School; and, identify, apply and monitor appropriate risk control measures.
- Assist the Faculty WH&S team with internal workplace safety audits and ensure adequate resources are allocated to the correction of deficiencies and enhancements of safety systems within the School.
- Ensure the Schools’ activities comply with requirements of Queensland Workplace Health and Safety (WH&S) legislation and related WH&S responsibilities and procedures developed by the University.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- The University’s Code of Conduct
- Requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- The adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- Requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

This position reports to the Head of School, and supervises the School’s Professional Administration team and the School’s Technical Staff
SELECTION CRITERIA

Essential

- A postgraduate qualification and extensive relevant experience; or extensive management and relevant experience; or an equivalent combination of relevant experience and/or education/training.

- Extensive relevant work experience in a senior management role, preferably within a tertiary education environment, that has included financial and budget planning, human resource management, student and academic administration, and facilities management.

- Highly developed interpersonal and communications skills and the ability to develop and maintain effective working relationships with a wide range of stakeholders.

- A proven management style that promotes and encourages teamwork, collaboration, communication, and organisational excellence—and reflects the school values.

- Demonstrated knowledge of management concepts and issues, including developing, writing and implementing strategic and operational plans and providing high level advice and support.

- Demonstrated management experience including effective and efficient delivery of services, change management, finance and budget management and analysis, and managing staff performance and/or mentoring and coaching of staff.

- Ability to act independently and take initiative without direction, within established policies and guidelines.

- Proven ability to negotiate effectively at senior levels, to work independently under broad supervision, and demonstrated leadership ability to build, lead and maintain high performing teams.

Desirable

- Knowledge of, and management experience in, the higher education sector.

- Extensive knowledge of university policies, procedures and administrative processes.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.