POSITION DESCRIPTION

Position Title: Acting School Manager
Organisation Unit: School of Historical and Philosophical Inquiry
Position Number: 1036375
Type of Employment: Full time, Fixed term until 2 March 2018
Classification: HEW Level 8

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 (65). 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 $11 billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

The Faculty of Humanities and Social Sciences (HASS) is a large comprehensive Faculty with a broad academic profile and substantial research achievements. The Faculty Office is based at the St Lucia campus in the iconic Forgan Smith building adjacent to the Great Court of the University. The current Executive Dean is Professor Julie Duck who is Acting in the role following the transition of Professor Tim Dunne to a Pro-Vice-Chancellor position in the Office of the Provost.

The Faculty comprises seven Schools (Communication & Arts; Education; Historical & Philosophical Inquiry; Languages & Cultures; Music; Political Science & International Studies; Social Science), two research Institutes (Institute for Social Science Research; Institute for Advanced Studies in the Humanities), two museums (Anthropology Museum and the RD Milns Antiquities Museum), a new Faculty Centre for Policy Futures, and several school-based research centres. The Faculty is also host to the Institute for Modern Languages and the Confucius Institute. The Faculty offers a broad range of programs to a large cohort of international and domestic students, with 850 research higher degree students, approximately 1,500 students in postgraduate coursework degrees and close to 8,000 undergraduates.

There are over 300 academic staff across the Faculty, making it one of the largest in Australia. One indicator of the Faculty's standing in the disciplines that we research is membership in the learned academies, where UQ can proudly claim 33 members of the Australian Academy of the Humanities and 50 members of the Academy of Social Sciences in Australia.

Teaching in the Faculty is underpinned by substantial research performance and several specialized fields of research were judged at the highest level (5 ranking) in the 2015 Excellence in Research Australia (ERA) round. These fields include Specialist Studies in Education; Political Science; Cultural Studies; Literary Studies; History and Philosophy of Specific Fields. Overall, HASS returned outputs to 21 disciplinary field codes, where 90% were rated above (4 ranking) or well above world standard (5 ranking). This is indicative of high quality and capacity in research.

These research achievements internationally are reflected in the 2017 Leiden rankings (based on impact, not reputation), where the Humanities and Social Sciences at UQ ranks 16th in the world on the quantum of publications in ranked journals, placing us first in Australia and in the Oceania region (for the full data-set see http://www.leidenranking.com).

The quality of our overall Faculty’s performance is also evident in the QS World University Rankings for 2017 which places Social Sciences/Management at UQ at 39th in the world, and Humanities at 50th in the world. This data can be accessed at: http://www.topuniversities.com/faculty-rankings.

The **School of Historical & Philosophical Inquiry** (HPI) is a dynamic team with a reputation for innovative approaches to teaching and research excellence. The School considers how human beings have ordered and made sense of their world throughout history, from ancient times through to the present, and how this informs our futures. Our disciplinary groupings of Classics and Ancient History, Studies in Religion, Philosophy and History are united by this common intellectual quest, and are mutually reinforced and
supported by each discipline’s distinct approaches, perspectives and methodologies. Through our research, teaching and engagement activities, we seek to further and disseminate knowledge about these aspects of humanity. In doing so, we serve our scholarly communities, our students, and our wider societies. We aspire to quality and best practice in all that we do.


**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](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

The School Manager is responsible for overseeing and coordinating the provision of high quality functional services to the School to ensure the organisational and financial sustainability of the School’s core activities. This includes the management of personnel, administration, facilities, safety and compliance, marketing and engagement, and research administration.

The position provides the Head of School with strategic support and advice on internal and external policies and demands. The School Manager works closely with staff within the School and Faculty and acts as a primary link between the School and central administrative departments and key external stakeholders.

**Duties**

Duties and responsibilities include, but are not limited to:

**Operational Planning & Strategic Management**

- Advise the Head of School and staff on all matters pertaining to University, Faculty policies, operations and business processes.
- Support the Head of School by providing overall leadership and management of the School's operations.
- Coordinate the School's involvement in University-wide promotional activities.
- Assist in the analysis of performance indicators and bench-marking the School against national and international institutions.
- Actively participate in and contribute to operational planning and review processes of the School.
- Represent and advocate for the School where required in key internal and external forums and committees.
- Ensure appropriate and timely responses are provided to requests for information from both within the University and external authorities.
- Serve as a member of School and Faculty Committees (including the Faculty Health and Safety Committee and School Executive Committee) and working parties as appropriate.
**Financial and Asset Management**

- In conjunction with the Head of School and Faculty Finance staff, develop the School’s annual budget and quarterly forecast process and 3-5 year budget projections including providing advice and support as required.
- Advise the Head of School on budget strategies, financial position and planning issues.
- Maintain up to date knowledge on the University’s and Faculty’s budget model/s, financial strategies and business objectives, and provide appropriate advice to the Head of School.
- Identify and develop as appropriate, management information and benchmarking metrics on financial data, workforce planning, assets, RHD students, courses and programs, etc.; to contribute to informed discussion and decision-making at School level.
- Exercise financial delegation for the School as required.

**Staff Management**

- Oversee and contribute to the effective and efficient management of the School’s human and physical resources.
- Under the direction of the Head of School, provide strategies for monitoring workloads of both academic and professional staff.
- Assist the Head of School with HR related matters including recruitment, induction and appointment of paid and unpaid staff.
- Provide direct supervision of the Managers of administrative sections and senior administrative staff, with overall management of all general staff within the School.
- Conduct and/or oversee performance planning and review in accordance with the Recognition and Development Program, examining training needs and coordinating staff development for support staff.

**Facilities Management**

- Direct, supervise and contribute to the effective and efficient management of the School’s space and OH&S management.
- Ensure that the School’s IT infrastructure meets the School’s current and future business requirements
General Administration

- Develop, implement and continuously review communications strategies and processes within the School.
- Ensure positive and effective associations with internal and external partners, clients, collaborators, alumni and colleagues of the School, Faculty and University.
- Oversee the content management on the website and liaise with Faculty Marketing on PR and Promotional activities.
- Oversee the development and implementation of guidelines and processes to enhance efficiency and contribute to a positive experience for students across School and Faculty teaching support activities.
- Under direction of the Head of School, prepare School submissions to the Faculty and the University when required.
- Undertake such other duties as required by the Head of School.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- 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

The position reports to the Head, School of Historical and Philosophical Inquiry and has a functional reporting relationship with the Faculty Executive Manager.
SELECTION CRITERIA

Essential

- Postgraduate qualifications in a relevant area or progress towards postgraduate qualifications and extensive experience, or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
- Experience in management of a multi-function administrative team including the ability to organise, co-ordinate and delegate work to develop an effective team.
- Demonstrated knowledge of financial administration and budget planning.
- Broad knowledge of personnel policies and procedures and academic programs, policies and their implementation
- Demonstrated ability to contribute to strategic planning as well as policy formulation and implementation.
- Detailed knowledge of the University’s policies and procedures related to academic/student administration or demonstrated capacity to rapidly acquire such knowledge.
- Experience in the preparation of reports, submissions, policy documents and other written works on a range of administrative issues.
- High level of computer proficiency and practical understanding of administrative computer applications, including PC based applications for document preparation, internet, student information systems, spreadsheets and presentations.
- High level interpersonal skills, including effective liaison and negotiation skills needed to develop and maintain strong working relationships within the School, Faculty and the wider University community.

- Proven ability to work to deadlines and manage competing priorities.
- Adaptability and flexibility in approach to problem-solving to meet changing needs.
- Ability to analyse critically and initiate change.
- Willingness and ability to exercise judgement and accept responsibility, and to work with minimal direction.

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.

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