POSITION DESCRIPTION

Position Title: School Manager
Organisation Unit: School of Public Health
Position Number: 3025238
Type of Employment: Full time, continuing appointment
Classification: Hew Level 9

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 $11billion+ (see http://uniqquest.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.

Faculty of Medicine

The University of Queensland Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinafex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.mbs.uq.edu.au.

The School of Public Health

The University of Queensland was, in 1936, the first university in the English-speaking world to establish a Department of Social Medicine. This evolved in the 1950’s to the Department of Preventative and Social Medicine and the School was formally established in 2001 to improve health outcomes through learning, discovery and engagement. The School of Public Health has recently been ranked as the top Public Health school in Australasia in the US News Global university rankings. We are a global leader in improving the health of populations in a changing and inequitable world.

The School’s strategy is centered on academic performance and a commitment to excellence in teaching. We offer programs and courses in all major fields of population and
public health to almost 1000 postgraduate and undergraduate students. Our MPH is the only accredited programme in the Australasia and South East Asia region (APHEA and ASPHER) and one of the few to offer a dual MD/MPH degree. More than 100 research higher degree (PhD and MPhil) students actively contribute to the School's vibrant research culture while receiving comprehensive preparation for academic careers or leadership roles in public health.

Our research is focused on making a real impact on some of the world’s most pressing health challenges and was recently ranked by the Australian Research Council as amongst the world's best. Current priorities include health behaviours and health promotion; cancer prevention; environmental health; epidemiology and biostatistics; longitudinal studies of women’s health; mental health; HIV/AIDS; substance use, antimicrobial stewardship and other aspects of health services research.

**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**

A School Manager is a senior leader, who in conjunction with the Head of School is responsible for strategic planning, budget management, workload monitoring, and coordination of professional functions within the School and associated Centres. The School Manager performs a key leadership role in the development and maintenance of a strong, and effective administrative structure and culture within the School and strengthening ties with the Faculty of Medicine, other organisational units at UQ, and a wide range of external stakeholders.

**Operational Planning and Strategy**

- Actively participate in and contribute effectively to the Strategic and Operational planning and review processes of the School;
- 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;
- Monitors progress against the Operational Plan and report progress on relevant KPI’s to the Head of School and School Executive;
- 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 the continuing development of the School;
- In partnership with Professional Service Function Managers, lead a culture of continuous improvement within the professional functions of the School;
- Serve as a member or Senior Secretary on School Committees and Working Parties;
• Represent and advocate for the School and Faculty where required in key internal and external forums and committees.

**Management**

• Manage the day-to-day operational functions of the School. As part of this, the post-holder will act as the key liaison person with the Professional Service Function Managers;

• In partnership with relevant Professional Service Function Managers, lead, contribute to and promote a high standard of staff performance, skills development and productivity across all professional staff functions within the School, either as line manager or as the Business Unit Leader;

• Provide advice to the Head of School on operational and administrative issues, organisational structure and management of human resources, policy and programs to ensure the School’s continued growth and effectiveness;

• Oversee the preparation of School’s annual budgets, quarterly forecast processes, and 3-5 year budget projections including providing advice and support to the Head of School;

• 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;

• Line manage the EA to the Head of School and Administration Officers;

• Represent Operations at the Schools Executive and School Management Committees;

• Acts as a financial delegate for the School, including approving UniFi and travel applications for academic staff;

• Manage the School’s maintenance budget ($1m p.a.).

**Engagement**

• Work with the School Executive to develop engagement goals for the School and work productively with the Faculty Marketing & Communications Team to roll-out enabling initiatives.

**Facilities and IT Management**

• Manages the School space allocation and oversees facilities/refurbishments as required;

• Acts as the key liaison point for ITS regarding deployment/upgrading of the Schools IT systems and in monitoring adequacy of service standards.
Human Resource Management

- In collaboration with the Faculty HR team, provide advice and assistance to the Head of School on sensitive human resource matters and policies and procedures related to human resource management;
- Under the direction of the Head of School, maintain a workloads management tool for the School;
- Monitor and ensure compliance by senior managers, researchers and professional staff with mandatory professional training requirements, including code of conduct, equity and research integrity training.

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

- Act as the School Workplace Health and Safety Coordinator and represent the School at the Faculty OHS committee meetings;
- Liaise with the Faculty OHS team to provide leadership, commitment and support for the promotion, effective implementation and ongoing management of WH&S within the School and/or Centers, and for School/Centre workers undertaking fieldwork and off-campus work;
- Liaise with the Faculty OHS team to provide WH&S information, training and supervision, undertake risk assessments and incident investigations, and identify, apply and monitor appropriate risk control measures;
- Assist the Faculty OHS 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;
- Complies 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:

- 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 of School, School of Public Health and has a functional reporting relationship with the Faculty Executive Manager.

SELECTION CRITERIA

Essential

- Postgraduate qualifications in a relevant area with extensive 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, with a focus on one or more of strategic financial and budget planning, human resource management, facilities management and student / academic administration.
- A proven management style that promotes and encourages teamwork, collaboration, communication and organisational excellence.
- Demonstrated ability to establish effective relationships and to represent and promote public and environmental health at a university and wider community level, including to industry, government and professional bodies.
- Demonstrated knowledge of management concepts and issues, with the capacity to apply this knowledge in the provision of high level advice and support
- Broad understanding of the education and research environment, with sound understanding of issues relating to Australian education, including knowledge of relevant legislation, policies and programs.
- Demonstrated ability to contribute to and provide support for the work of the Head of School within a complex organisational environment.
- Demonstrated ability to translate the School’s strategy into operational goals and create a shared sense of purpose within the School.
- Possession of highly developed communication and interpersonal skills, particularly in terms of ability to liaise and consult; prepare reports and submissions; negotiate and manage change; and communicate with diverse groups, both within the University and the broader community.
• Ability to act independently and take initiatives without direction within established University and School policies and guidelines.
• Tact and discretion

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.