POSITION DESCRIPTION

Position Title: School Manager
Organisation Unit: School of Economics
Position Number: 1018360
Type of Employment: Full time, fixed term until March 2019
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://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.

Organisational Environment

UQ’s School of Economics ranks among the top 2% of research-intensive economics departments in the world and is one of the leading economics departments in Australia. Faculty members undertake world-class research across a range of fields including economic theory, econometrics and applied economics.

The School is a leading provider of economics education in Australia and generates annual revenues of almost $40 million from its undergraduate and postgraduate programs. In 2017, close to 1500 students enrolled in its courses, of which 30 per cent were international students from 53 countries. Significant numbers of students from other UQ programs also undertake economics courses, with total course enrolments averaging close to 7,000 each semester. In 2017 the School ranked 73rd in the Times Higher Education Rankings by Subject.

The School hosts an ARC Australian Laureate Fellow and an ARC Future Fellow, as well as a number of research academics working on externally funded projects. The School has an established research Centre, the Centre for Efficiency and Productivity Analysis, and there is also an active seminar and visitor program providing exposure to leading researchers from around the world.

UQ Economics currently employs 72 academic staff and 18 professional staff members. Each semester, the School also employs around 100 casual tutors. Details on our academic programs, research groups and staff profiles may be accessed on the School’s web site at: http://www.uq.edu.au/economics/

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 primary purpose of this position is to provide executive-level managerial, policy, planning and operational support to the Head of School, Deputy Head of School and the School Executive Committee in the School of Economics.

Key Responsibilities

1. Contribute to the development and implementation of strategic and operational plans for the School and provide advice and recommendations to School management on matters pertaining to policies, business practices and performance indicators.
2. Lead and manage an effective client-focused team of administrative professionals, undertaking appropriate planning to ensure that resources are deployed effectively to respond to new and changing priorities.

3. Facilitate the establishment, management and reconciliation of the School’s financial resources and contribute to the annual budget setting process.

4. Embedding a culture of continuous improvement and best practice, lead a service orientated approach to the School’s teaching and student administration services.

5. Engage with key stakeholders in cementing and promoting high quality practices in establishing best practice approach to professional services within the School, such as HR, Finance and Employee Relations.

6. Ensure that School’s physical and virtual infrastructures are appropriately managed in line with the School’s requirements and the Faculty’s overarching plan and priorities.

Other

- Comply with the University’s Code of Conduct (see the University’s web site at http://www.uq.edu.au/hupp/?page=24987)

- Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or School. (see the University’s web site at http://www.uq.edu.au/ohs/index.html?page=133956)

- Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by the University (see the University’s web site at http://www.uq.edu.au/sustainability/responsibilities

Organisational Relationships

The position reports to the Head of School. The incumbent directly supervises three professional staff and indirectly supervises all other administrative staff in the School.

SELECTION CRITERIA

1. Postgraduate qualifications in a related discipline with experience at a management level in providing strategic and operational support to executive leadership teams; or an equivalent combination of relevant experience and client-focused delivery at the senior level.

2. Demonstrated knowledge and application of contemporary human resource management principles inclusive of an effective problem-solving approach to adapt to the changing needs of the School.
3. Demonstrated knowledge and an applied understanding of financial management practices and budget planning including an understanding of the University funding system and a competitive fee-based income environment.

4. Ability to review, develop and implement process, procedures and programs that will ensure the increased operational efficiency of the School.

5. Demonstrated superior stakeholder engagement and relationship management capability, complemented by highly developed communication and interpersonal skills.

6. Proven ability to direct, supervise and contribute to the effective and efficient management of the School and Faculty infrastructure requirements.

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.