POSITION DESCRIPTION

Position Title: School Manager
Organisation Unit: School of Human Movement and Nutrition Sciences
Position Number: 3042198
Type of Employment: Full-Time, Continuing
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

Faculty of Health and Behavioural Sciences

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventative health and behaviour change. Furthermore, the Faculty provides the opportunity for the non-medical health sciences to have a stronger voice and greater visibility within the University.

The Faculty currently includes six schools and five research centres:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for the Business and Economics of Health
- Centre for Youth Substance Abuse Research (CYSAR)
- Recover Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Poche Centre for Indigenous Health

More information about the Faculty is available at: http://habs.uq.edu.au/

School of Human Movement and Nutrition Sciences

The School of Human Movement and Nutrition Sciences’ vision is to be an international leader in the study of human movement and nutrition, demonstrating excellence through innovative, creative, and dynamic teaching and research, in a vibrant, interdisciplinary, and engaging environment. The School holds a leadership position in its field in the Australian tertiary environment and is highly regarded for its teaching, research and community outreach programs. The current staff profile includes 47 FTE academic staff, 11 FTE research staff and 21 professional staff. There are approximately 140 enrolled research higher degree students, and the total EFTSL of all enrolled students at undergraduate and postgraduate levels is approximately 990.

The School of Human Movement and Nutrition Sciences operates through a committee structure with delegated responsibilities and regular meeting times. The School Executive Committee has as its function to provide advice to the Head of School on matters related to strategic planning and resource allocation (including overall budgeting, resource allocation for equipment & facilities, and workload profiling & duties allocations). Membership consists of the Head of School, professorial staff, School Manager and the directors of the major School committees: Teaching & Learning Committee, Research Committee and Engagement Committee. Other committees which meet less frequently include the Workplace Health and Safety Committee and the Equity Committee.
The School offers four undergraduate degrees: the Bachelor of Exercise and Sport Sciences (Hons), Bachelor or Clinical Exercise Physiology (Hons), Bachelor of Health, Sport and Physical Education (Hons) and a Bachelor of Exercise and Nutrition Sciences with a “pathway degree” from the Bachelor of Exercise and Nutrition Sciences to the Master of Dietetics Studies. The School also contributes into the Bachelor of Arts (Sports Studies) and the School of Education teaching programs. The School offers a wide suite of postgraduate coursework programs in the areas of Clinical Exercise Physiology, Dietetics, Sports Coaching, Sports Medicine, and Master of Applied Psychology (Sport and Exercise) in conjunction with the School of Psychology.

Further details about the School’s teaching programs, the research interests of academic staff, and other information about the School may be accessed on the School’s web site at http://www.hms.uq.edu.au.

The School currently has four established research centres:

- Centre for Research on Exercise, Physical Activity and Health,
- Centre for Sensorimotor Performance,
- Australian Centre of Sport and Society
- Centre for Dietetics Research.

The School encourages staff to work across research centres, to facilitate cross-fertilisation of theories and methods, and to form close affiliations with colleagues and projects within the faculty and across the University. The School’s operations include over $23 million in operating grant funding and $2.5 million in research grants and service income.

Information about the Faculty and the School may be accessed on the Faculty’s web site at http://www.habs.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 is a senior leader, who in conjunction with the Head of School is responsible for strategic and operational planning, budget management, workload monitoring, and coordination of professional functions within the School, its Centres and Clinics. The School Manager performs a key leadership role in the development and maintenance of a strong, and effective administrative function and culture within the School and actively contributes to the strategic and operational objectives of the Faculty and University.

Within the University, the School Manager has a critical role of strengthening ties between the School and the Faculty, as well as ensuring the effective development of working relations with other UQ Schools, Faculties, Institutes and central administrative departments. External to the University, the School Manager is expected to make a substantial contribution to the promotion and profiling of the School with key partners, industry and professional groups aligned to its teaching, research and engagement.
Duties

Duties and responsibilities include, but are not limited to:

**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 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;
- 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;
- In conjunction with the Head of School, identify, develop and implement initiatives to promote the continuing development of the School;
- Serve as a member or Senior Secretary on selected School committees and working parties;
- Represent and advocate for the School and Faculty where required in key internal and external forums and committees.
- In partnership with Professional Service Function Managers, lead a culture of continuous improvement within the professional functions of the School;
- Manage the day-to-day operational functions of the School including acting 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;
- Analyse demand for a range of administrative services and 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, including the required forecast processes, and 3-5 year budget projections; including providing advice and support to the Head of School;
- Advise the 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;
- Acts as a financial delegate for the School;
- Supervise staff in professional service functions not reporting elsewhere.
- Represent operations at the School’s Executive and other School management committees.

**Engagement**
- Work with the School Executive and Engagement Committee 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**
- Manage the School space allocation and oversee facilities/refurbishments as required; act as the key liaison point for Properties & Facilities;
- Acts as the key liaison point for ITS regarding deployment/upgrading of the School’s IT systems and in monitoring adequacy of service standards.

**Human Resource Management**
- In collaboration with the Faculty HR Professional Services 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 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 the School's Research Officer and Director of Research, as well as the 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**
- Active engagement in the School’s OH&S Committee, and represent the School at the Faculty OHS committee meetings as required.
- 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, its Centres and clinics.
- 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;
- Ensure adequate resources are allocated to the correction of deficiencies and enhancements of safety systems within the School;
- 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 of 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 and has a functional reporting relationship to the Faculty Executive Manager, Faculty of Health and Behavioural Sciences.

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 leadership 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 and Faculty.
- 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 tactfully 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.

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.