POSITION DESCRIPTION

Position Title: Senior Manager
Organisation Unit: Faculty of Medicine, School of Clinical Medicine
Position Number: 3038830
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 (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://uniqest.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's 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.medicine.uq.edu.au.

The School of Clinical Medicine

The School of Clinical Medicine has a strong focus on the delivery of both phases of the Medicine program across a number of sites within the Brisbane metropolitan area, including but not limited to, the Royal Brisbane and Women’s Hospital, Herston; the Princess Alexandra Hospital, Woolloongabba as well as QE2 and Redlands Hospitals; the Prince
Charles Hospital, Chermside as well as Redcliffe and Caboolture Hospitals; Mater and Lady Cilento Childrens Hospitals, South Brisbane; Ipswich Hospital, Ipswich; Greenslopes Private Hospital, Greenslopes; Wesley and St Andrew’s Hospitals, Brisbane; and the St Lucia Campus. Leadership at each site is provided by an experienced academic with responsibility for budget and financial matters, human resource matters and facility management. The School consists of academic staff members across all clinical disciplines and more than 2500 academic title holders.

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 Senior Manager, School of Clinical Medicine (SCM) is responsible for directing and supervising all operational functions of the School to ensure the organisational and financial sustainability of the School and Faculty’s core activities. The Senior Manager is responsible for supporting and operationalising the strategic direction of the School of Clinical Medicine. The Senior Manager is the primary advisor to the Head of School and School staff on all matters pertaining to University, Faculty and School policies, operations and business processes. The Senior Manager is the professional services representative on the SCM Executive Committee and advocates on behalf of the SCM at a senior level.

Duties

Duties and responsibilities include, but are not limited to:

Operational Planning and Strategic Management

- Support the Head of School and School Executive Committee by providing overall leadership and management of the School’s operations.
- Actively participate in and contribute to the Strategic and Operational planning and review processes of the School and the Faculty.
- Identify, develop and implement initiatives to promote the continuing development of the School and Staff and a high-performing, collaborative workplace culture.
- Lead, contribute to, and actively promote a high standard of performance and a culture of continuous improvement across all operational functions within the School.
- Support the Head of School in governance activities within the School and on behalf of the School Executive including supporting cross-organisational activity such as working groups.
- Provide recommendations and advice to the Head of School, School Executive Committee or the Executive Dean’s Office/Advisory Committee on matters pertaining to policies, business practices and performance indicators.
• Advocate at a senior level both within and outside of the Faculty and University on behalf of the School.

• Complete relevant reporting requirements to the Faculty, Commonwealth Government and other reporting bodies.

Finance and Asset Management

• Direct and contribute to the effective and efficient management of the School’s financial, human and physical resources.

• Oversee the School’s annual budget and quarterly forecast process and 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.

• Oversee the development and maintenance of the School’s Asset Management register and standardisation of facilities across the School.

• Develop and maintain a Critical Incident Management Plan for the School.

Stakeholder Engagement

• Develop and foster relationships with key internal and external stakeholders.

• Develop an SCM Stakeholder Engagement Framework.

• Direct, supervise and contribute to the Marketing and Communications function within the School including broadening Community Engagement strategies across the School.

• Develop, implement and continuously review communications strategies and processes within the School.

• Develop and foster relationships with other Senior staff members within and outside the School and work collaboratively with Senior staff members on specific projects.

Other

• Other activities as required which support the School of Clinical Medicine sites within the Brisbane Metropolitan area, including but not limited to sites at the Royal Brisbane and Women’s Hospital, the Princess Alexandra Hospital. The Prince Charles Hospital, QEII Hospitals and the St Lucia campus.

• Assist the Head of School with planning and implementing other Faculty wide initiatives.

• Regular travel is required to the Brisbane metropolitan sites and this is a KPI for this position.

• Any other duties as reasonably directed by your supervisors.
• 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 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, School of Clinical Medicine with a functional reporting line to the Faculty Executive Manager.

SELECTION CRITERIA

Essential

• Postgraduate qualifications in a relevant area (or progress towards postgraduate qualifications) and extensive relevant experience; or extensive relevant experience and management expertise; or an equivalent combination of relevant experience and education/training.

• Relevant work experience in a management role, preferably within a tertiary education environment.

• Demonstrated capability to manage student/academic administration functions.

• Relevant experience in facility management, refurbishment or project works strategies.

• Excellent problem-solving skills and an ability to be adaptive and innovative in developing and pursuing solutions.

• Ability to use judgment, act independently and take initiative with minimal direction, yet work effectively as part of a management team.

• Excellent interpersonal skills (including written and verbal communication), with experience in liaising with internal and external stakeholders, including the ability to provide advice and negotiate to achieve desired outcomes.

• Proven experience in working with data of a critical or confidential nature and demonstrating a high level of 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.