POSITION DESCRIPTION

Position Title: School Manager
Organisation Unit: School of Agriculture and Food Sciences.
Position Number: 1255763
Type of Employment: Full time, fixed term for 4 months (April to July 2019)
Classification: Hew Level 10

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 (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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 Science

The Faculty of Science is recognised as a powerhouse for some of the world's leading scientists, teachers, science programs and commercial outcomes. The Faculty is one of the largest Science groupings in Australia, with approximately 1100 (equivalent full-time) staff, and about 7500 (equivalent full-time) students.

Throughout its Schools and Centres, the Faculty unites the disciplines of agriculture and animals, biomedical and biological sciences, chemistry, earth sciences, food sciences, geography, marine science, maths and physics, the environment and veterinary science.

With strong links between the enabling and applied sciences, UQ researchers and graduates are working on a wide range of groundbreaking projects from the molecular characterisation of drug resistant bacteria that affect piglets through to finding better treatments for illness and rehabilitation of the environment.

School of Agriculture and Food Sciences

The School of Agriculture and Food Sciences is Australia's most diversified agriculture research and teaching school, comprising research and teaching experts in agribusiness and the science disciplines of animals and wildlife, plants and soil sciences, food and nutrition science. With nearly 350 staff, 300 higher degree research students and over $35 million in operating and research income, the School has helped UQ to become recognised as the world's top ranked tropical agriculture university, and the leading agriculture university in Australia.

Located at St Lucia and Gatton, the School is a large and dynamic multidisciplinary hub focused on applied research and teaching within the Faculty of Science committed to finding innovative and technology focussed solutions to global challenges. The School offers a range of undergraduate postgraduate coursework and research degrees encompassing agriculture and related disciplines ranging from Bachelor Degree to Doctorate.

With a diverse group of internationally regarded scientists, the School hosts six research concentrations, of which three are aligned with the Queensland Alliance for Agriculture and Food Innovation – a joint initiative between The University of Queensland and the Queensland State Government. Quality laboratories and facilities and strong partnerships with industry, community and government bodies, provide an environment that enables world class research and research training in a collaborative and cooperative spirit for postgraduate students and researchers. Further information on the School's teaching programs, research focuses and community activities can be accessed at www.uq.edu.au/agriculture.
Information about the Faculty may be accessed on the Faculty’s web site: http://www.science.uq.edu.au/

Diversity and Inclusion

The Faculty recognizes and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The Faculty strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

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 key leadership role in the School and the most senior non-academic post. It contributes significantly to the strategic and operational management of the School and to service design and delivery within the broader Faculty and UQ professional services operating environment.

The role is responsible for overseeing the management of staff, budget, plans and processes to deliver operational services to the School to ensure it meets its academic, research, clinical, teaching and learning outcomes.

The School Manager is the primary advisor to the Head of School and wider School community on all matters pertaining to University, Faculty and School policies, operations and business processes, is a principal member of the School Executive Committee. The School Manager acts as a primary link between the School and the Faculty as well as ensuring the effective development of working relations with other UQ School, Faculties, Institutes, Central professional services and key external stakeholders.

The School Manager leads the integration of professional services to staff and students within the School.

Duties

Duties and responsibilities include, but are not limited to:

Strategy

- Contribute to the formulation of Faculty-wide plans and support the contribution of the Head of School and School Executive Committee with strategic advice.
- Make a significant contribution to the formulation of the School's Strategic and Operational planning, review and reporting processes of the School, Faculty and University.
- As part of the School Executive, assist with operationalising the School's strategic and operational plans, including the development of objectives and KPIs.
- Operationalise the Faculty’s strategic plans for the professional service areas for which the role is accountable.
- Support the Head of School to communicate and implement the School strategy to staff, students and key external stakeholders. In particular raising and maintaining the profile of the School within the Faculty of Science and its external stakeholders.
- Advise the Head of School on enabling organisational structures which facilitate the implementation of strategy.
- Undertake strategic projects for the Head of School or Faculty Executive Manager which may involve complex matters and rapid turnaround. The realisation of benefits is over the medium and long-term.

Leadership

- Work in a One-UQ manner to ensure that the School and Faculty, design and deliver a seamless experience to staff, students and industry and other external stakeholders.
- Benchmark and build collaborative relationships which bring strategic focus to the School and Faculty of Science, in particular with regard to peer general managers and professional service and functional managers.
• Maintain effective working relationships with leadership communities in cognate schools, centres and functional teams within the Faculty of Science.
• Build a school professional staff culture consistent with the Faculty implementation of UQ Values and Code of Conduct which has associated plans and events, working with HR to develop training, focusing on career development and performance management.
• Participate in the School and Faculty committees, and participate in university-level committees.
• Champion measures to build and sustain equality, diversity and inclusion.
• Lead direct and dual reports by ensuring KPIs, goals, feedback on progress and career development plans are in place.
• Partner with peers in professional service functions within the Faculty (Advancement, Engagement, Research Management, Facilities & Infrastructure, HSW, HR, Finance, IT) to provide input into their KPIs, and feedback on individuals who are embedded to the Faculty of Science.

Operational Management
• Formulate and oversee the School’s annual Operating Budget and load planning, including three-year forward projections of School income and expenditure, in consultation with the Senior Management Accountant and Faculty Finance Manager.
• Advise the Head of School on strategies that affect the medium and long-term financial sustainability of the School, in particular opportunities to diversify income.
• Space planning and infrastructure management across multiple buildings, and multiple sites of the School.
• Ensure that the statutes, regulations and professional standards unique to the School and Faculty Community are well understood and incorporated in professional development and operational planning activities.
• Ensure safe working environment through identification and prioritization of investment in actions which protect health and well-being of staff, students and visitors.

Management Assurance
• Provide the management assurance (monitoring and review) to the Head of School that current and emerging risks are being managed through effective general management controls within the School.
• Inform manager of enabling professional service teams and Faculty Executive Manager on the effectiveness of their policies and procedures.
• Lead the School liaison with Internal Audit, ensuring an appropriate schedule of review and follow up on actions.
• Ensure that statutes, regulations and standards unique to the School context are identified and appropriate compliance processes are in place.
• Ensure the responsible use of resources through appropriate management controls.
• Support the Head of Schools on major internal or external policy changes and their implications for the School including the identification, management and mitigation of risk.
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

This position reports to both the Head of School and has a functional reporting relationship to the Faculty Executive Manager.

The position holds Band 7 Financial Delegation and Level 5 Human Resources Authorisation.

**SELECTION CRITERIA**

- Postgraduate qualifications in business administration or a relevant area with experience in highly effective leadership and management roles or an equivalent combination of relevant experience and education/training.
- An understanding of the workings of tertiary institutions, academic institutions and the higher education sector at a management level including funding, teaching and learning outcomes and quality issues.
- Experience in the areas of organisational design, strategic workforce planning and change management practices.
- Experience in budget planning and implementation.
- Communication, influencing and negotiating skills with demonstrated experience engaging effectively with stakeholders in a complex environment.
- A passion for mentoring, coaching and training staff to build a high performance team with a culture of continuous improvement and forward thinking.
- An awareness and understanding of the culture and challenges facing a global university with ambitions to be consistently placed in the top 50 of the world’s universities.

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 (science.recruitment@uq.edu.au).