POSITION DESCRIPTION

Position Title: School Manager
Organisation Unit: School of Biological Sciences
Position Number: 3002579
Type of Employment: Full-time, Fixed Term
Classification: HEW 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 (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

The School of Biological Sciences is part of the Faculty of Science and is one of the largest and most successful of its type in Australia, with 49 full-time academic staff, and over 200 enrolled PhD students. The School has broad expertise across ecology and evolution, molecular and quantitative genetics, paleobiology, developmental biology, behaviour, plant and animal physiology, and conservation biology. Our research programs involve a diverse array of taxa, ranging across microbes, animals and plants, including a particular focus in the areas of marine biology and entomology. Unique opportunities for biological research and teaching are provided by our proximity to a stunning array of marine and terrestrial subtropical habitats and their endemic biodiversity. A number of research programs in the School take advantage of major model-organism systems, including Drosophila, C. elegans, and Arabidopsis, and many include a strong quantitative and modelling focus.

Further information and details of the research interests of academic staff may be accessed on the school’s web site at http://www.biology.uq.edu.au

Diversity and Inclusion

The School 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 School 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-ug

DUTY STATEMENT

Primary Purpose of Position

Direct and manage all operational functions of the School to ensure the organisational and financial sustainability of the School's and Faculty's core activities. The School Manager oversees a team of professional staff who deliver high quality functional services, including management of academic/student administration and teaching support, financial and personnel administration, research administration and support, space/facilities/technical services functions, and safety and security compliance.

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, and
plays a key role in contributing to the strategic and operational objectives of the School, Faculty and University.

This position is central to maintaining a strong, unified and effective structure, culture and administration across the School.

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 administrative units and key external stakeholders

**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 Faculty.
- Develop and implement strategies for high quality reports to monitor performance of the School against key indicators including accreditation standards.
- Identify, develop and implement initiatives to promote the continuing development of the School and Staff and a highly engaged and a constructive workplace culture.
- Lead, contribute to, and actively promote a high standard of professionalism performance management and continuous improvement across all operational functions within the school.
- Represent and advocate for the School and Faculty where required in key internal and external forums and committees.
- Advise the Head of School, senior managers and staff generally on the identification, management and mitigation of risk.
- Undertake special projects or portfolios of projects for the Head of School where required involving complex matters and short timeframes.

**Financial, Resources and Staff**
- Direct, supervise 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 3-5 year budget projections including providing advice and support to the Head of School.
- Advise the Head of School on budget strategies, financial position and planning issues.
- In collaboration with the Faculty HR Manager as appropriate, provide advice and assistance to the Head of School on human resource matters and policies and procedures related to Human Resource Management.
- Direct, supervise and contribute to the effective and efficient management of the School and Faculty space and to OH&S management.
- Support effective communication across the School, including ongoing review of the School's communications strategies and processes.
- Ensure positive and effective associations with internal and external partners, clients, collaborators, alumni and colleagues of the School, Faculty and University.
- Ensure compliances with applicable legislative standards and protocols, e.g. AQIS, OGTR, OH&S etc. including through implementation of effective staff training strategies.
Engagement

- Develop and implement effective communication strategies and ensure high staff participation rates in marketing, celebratory and promotional activities and events.
- Utilise Faculty engagement strategies, services and advice to establish / maintain the School's reputation and student numbers.

Academic/Student Administration and Teaching Support

- With Faculty support, monitor and contribute to effective management of domestic and international student recruitment processes.
- Direct, supervise and contribute to the effective and efficient management of the School's and Faculty's teaching program.
- Oversee the development and implementation of guidelines and processes to enhance efficiency and contribute to a positive experience for students across School and Faculty teaching support activities.

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

SELECTION CRITERIA

Essential

- A postgraduate degree with substantial relevant experience in a university or similar environment; or an equivalent combination of relevant experience and /or education/training is required.
- Extensive relevant work experience in a management role, preferably within a tertiary education environment. Your financial acumen will be strong given the focus of this role on financial and budget planning and data analysis.
- Demonstrated capability to manage student/ academic administration functions.
- Relevant experience in facility management, refurbishment or project works strategies for improving facilities and space.
- Ability to act independently and take initiatives without direction, within established policies and guidelines, in a complex financial and human resource environment.
• An ability to devise administrative strategies, policies and systems and to analyse and interpret resulting data, accepting responsibility for provision of a consistently high quality, professional level of service with a strong client focus.

• Demonstrated leadership ability, in particular experience in leading, motivating and developing teams to achieve operational objectives and balance competing priorities. A key interpersonal strength will be your demonstrated ability to work effectively under pressure as will be required to address competing demands of various stakeholders. The effective management of others is essential to this role so will require your proven experience in human resource management activities.

• High level communication and interpersonal skills including demonstrated ability to liaise and consult; edit, write and prepare reports and submission; negotiate complex issues and manage change; and communicate with diverse groups.

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.