INFORMATION FOR CANDIDATES
SCHOOL MANAGER, SCHOOL OF PSYCHOLOGY

APPOINTMENT WITH:

- FACULTY OF HEALTH AND BEHAVIOURAL SCIENCES, THE UNIVERSITY OF QUEENSLAND
YOUR OPPORTUNITY

An outstanding opportunity is available for an experienced manager to provide strategic leadership and direction to the School of Psychology. The School of Psychology is one of the best in Australia, building its reputation on outstanding research, teaching and service to the community. The School Manager has overall responsibility of the operational functions of the School.

With approximately 100 full-time equivalent academic and professional staff, the school provides an extensive range of research expertise covering biological, clinical, cognitive, developmental, health, organisational, and social psychology. The school has several centres that provide advanced level training in practice and research in psychology, at the same time serving valuable community functions. These include the UQ Psychology Clinic and the Parenting and Family Support Centre.

Professor Virginia Slaughter
Head, School of Psychology
Faculty of Health and Behavioural Sciences
The University of Queensland

The University of Queensland (UQ) contributes positively to society by engaging on 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 the 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 (45), 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 included more than 14,000 postgraduate scholars and more than 13,000 international students from 144 countries, adding to its proud 250,000-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 $11 billion+ (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.
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 preventive health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty includes:

- 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 Youth Substance Abuse Research (CYSAR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for the Business and Economics of Health
- UQ POCHE Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

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

About the School of Psychology

The School of Psychology is one of the most prestigious schools of psychology in Australia, and its strong reputation is built on excellence in both research and teaching. The School has thriving and dynamic research profiles in almost all areas of psychology, and is able to attract visitors from overseas and other institutions in Australia. It possesses good links, often through cross-appointed staff, with other schools in the University, thus creating opportunities for interdisciplinary collaborative research.

The School’s strengths are reflected in its research centres, which span the major areas of the discipline, including experimental, social, developmental, clinical and organisational psychology. Some 150 students are presently enrolled in the School’s PhD program and, while their areas of research are often linked to these centres, their topics cover the full spectrum of the discipline.

Information about the School may be accessed on the School web site at www.psy.uq.edu.au.
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 but not limited to; academic/student administration and teaching support, clinic activities, financial and personnel administration, research administration and support, project management, space/facilities/technical services functions, and safety and security compliance. This position is also responsible for the overall accountability of the clinical operations within the School.

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

The position is central to the ongoing development of a strong, unified and effective structure, culture and administration across the School’s diverse range of activities.

Within the University, the School Manager acts as a primary link between the School and the Faculty, as well as fostering effective working relationships with other organisational units within UQ. The School Manager takes a leadership role in furthering the cause of the School, the Faculty and UQ through active participation in The University’s change processes. The School Manager makes a substantial contribution to the promotion and profiling of the School with key partners, industry and professional groups.

EMPLOYMENT TYPE

Full-time fixed-term for five years at HEW 10A will be offered to the successful applicant in the first instance with a possible continuation by negotiation for a further term.

ORGANISATIONAL RELATIONSHIPS

The position reports to the Head of School and has a functional reporting relationship with the Faculty Executive Manager.
ROLE AND RESPONSIBILITIES

The main duties and responsibilities include but are not limited to:

Operational Planning and Strategic Management

- Support the Head of School and School Executive 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, Faculty and University. Lead operationalising strategies by achieving particular goals for the organisational unit which derive from the unit’s strategic imperatives.

- Provide assistance and guidance to School staff on matters pertaining to operational planning, policies and processes.

- Identify, develop and implement initiatives to promote the continuing development of the School and Staff, including a highly engaged and constructive workplace culture.

- Represent and advocate for the School and Faculty where required in key internal and external forums and committees.

- Provide expert advice and recommendations, including advice on the identification, management and mitigation of risk.

- Undertake special projects or portfolios of projects for the Head of School and Faculty where required involving complex matters and short timeframes.

- Lead a culture of continuous improvement within the professional functions of the School. Conduct regular analyses of the School’s key performance indicators.

- Lead, contribute to and actively promote high standards of performance management across operational functions within the School and Faculty.

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 and strategise with the Head of School on budget strategies, financial position and planning issues.

- In collaboration with the functional professional service team managers as appropriate, provide advice and assistance to the Head of School on human resource and finance matters.

- Direct, supervise and contribute to the effective and efficient management of School and Faculty space, safety programs and WHS management. As required, plan and coordinate capital works, maintenance programs, contracts and service agreements.

- Develop and implement communication and training strategies to ensure all School staff are conversant and compliant with their obligations under relevant legislative standards and University policies.
• Manage and oversee the clinical operations including oversight of budget processes, involvement in development of new space and service initiatives.

**Academic/Student Administration and General Administration**

• With functional support, monitor and contribute to effective management of domestic and international student recruitment processes.

• Oversee the provision of effective support to the School's teaching programs including placements, student administration, operations support, higher degree by research administration, research administration, ensuring a responsive and professional service to enhance the student experience.

• Supervise scientific, administrative and technical staff and contribute to continuous change to enhance efficiency across all School teaching and academic support activities.

**Engagement**

• Ensure positive and effective associations with internal and external partners, clients, collaborators, alumni and colleagues of the School, Faculty and University. Work collaboratively with School staff and functional leads, including Advancement, Marketing and Communications and International, to:
  
  o Develop and implement effective communication strategies and ensure high staff participation rates in marketing, celebratory and promotional activities and events.

  o Utilise Faculty and Central engagement strategies, services and advice to establish and/or maintain the School’s reputation, external placement providers and student numbers.

  o Ensure continued philanthropic support of the School’s scholarships, research and donor programs.

  o Build relationships with key health partners, industry and professional groups, and evaluate engagement outcomes.

**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.
SELECTION CRITERIA

You will be assessed on your ability to demonstrate the following key attributes. Within the context of the ‘Role and Responsibilities’ described above, the ideal applicant will be someone who can demonstrate the following:

**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 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 management style that promotes and encourages teamwork, collaboration, communication and organisational excellence.

- Demonstrated ability to translate the School’s strategy into operational goals and create a shared sense of purpose and strong client focus within the School and Faculty.

- Demonstrated ability to establish effective relationships and to represent and promote the School and Faculty 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 to the Head of School and other senior staff as appropriate.

- Demonstrated ability to work under pressure, act independently and take initiatives without direction, within established policies and guidelines, in a complex organisational environment.

- 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.

- 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 experience managing and overseeing clinical operations.
HOW TO APPLY

Initial enquiries, in confidence, should be made to Tricia Williams, Faculty Executive Manager, Faculty of Health & Behavioural Sciences, phone +61 7 336 56206 or e-mail habsfem@uq.edu.au

To submit an application for this role please provide the following information:

1. A covering letter.
2. Written response to selection criteria addressing your ability to meet the requirements on previous page and within the context of the ‘role and responsibilities’.
3. Your current CV or resume, including two referees that can attest to your performance and conduct in the workplace. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current, immediate or past supervisor.

Please note, applications close at 11.55pm (Australian Standard Time) on 21 October 2018.

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 (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 HR Advisor.