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 five (5) years
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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 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+.

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 UQ Faculty of Science is an internationally recognised provider of education and research, home to some of the world’s most innovative scientists, teachers, science programs and commercial ventures and is one of the largest science groupings in Australia. Through 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, mathematics 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 supercharging vaccine production to fight the world’s next epidemic to digitally mapping the Great Barrier Reef.

For more information, visit the UQ Faculty of Science’s website: science.uq.edu.au.

The School of Agriculture and Food Sciences is part of the Faculty of Science and is located at UQ’s St Lucia and Gatton campuses. It is one of the largest schools of its type in Australia, comprising research and teaching experts in agribusiness and rural development; animal, equine and wildlife science; plant and soil sciences; and food science and technology.

The School contributes to UQ’s high standing as one of the world’s top 20 universities for agricultural sciences and Australia’s leading agriculture institution. The School is a dynamic multidisciplinary hub, maintaining strong partnerships with industry, government and community, and integrating fundamental and applied research to find innovative and technology-focused solutions to global challenges. It teaches into a high number of undergraduate, postgraduate coursework and higher degree by research degree programs that encompass agriculture and related disciplines.

Staff and students have access to UQ’s world-class facilities, including the Food Science Innovation Precinct, which comprises laboratories for food grading and chemical and microbiological analysis, as well as the Queensland Animal Science Precinct and equine and poultry research units.

The School’s diverse research expertise covers:

- Agribusiness and rural development: researchers investigate issues and emerging opportunities in industry and market development, agricultural development and food security, natural resource management, and rural community development. Focus areas include agribusiness, agricultural economics, resource economics, community development and systems analysis;
- Animal, equine and wildlife science: working with production animals (livestock and poultry), horses and wildlife, experts seek to address major contemporary issues such as sustainability, animal welfare, biodiversity, climate change and food/feed security;
• Food science and technology: colleagues aim to improve the taste, quality, appearance, nutritional value and safety of food, and ultimately to help enhance global health outcomes and economic benefits. They are affiliated with the UQ Queensland Alliance for Agriculture and Food Innovation’s Centre for Nutrition and Food Sciences and focus on food materials science and engineering, food microbiology, genomics, food sensory science, food chemistry and physical properties, and nutrition;  
• Plant and soil sciences: aiming to develop cross-disciplinary solutions to the challenge of increasing food production while improving environmental outcomes, research activities span fundamental science that underpins innovation through to pragmatic field-based research that directly informs end-users and policy-makers.

Diversity and Inclusion

The Faculty of Science 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 online.

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:
  
  o the [University's Code of Conduct](#)
  
  o 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
  
  o the adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
  
  o 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 recruitment@uq.edu.au.