POSITION DESCRIPTION

Position Title: School Manager
Organisation Unit: School of Economics
Position Number: 1018360
Type of Employment: 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 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 $11 billion+.

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

UQ’s School of Economics is a leading provider of economics education in Australia, with a strong reputation for research and teaching worldwide.

The School is home to more than 3000 domestic and international students, 70 active teaching and research staff and 15 professional staff. Our accomplished scholars claim a large share of Australia’s economics honours, national teaching awards, competitive research grants, fellowships and high-quality publications.

We rank consistently in the top 50 economics departments worldwide for our research, and we are among the leading economics research departments in Australia. We are home to numerous research groups including the Centre for Efficiency and Productivity Analysis, which ranks third in the world. Our active seminar and visitor program provides exposure to leading researchers from around the world.

Our teaching programs are enriched by our research across economic theory, econometrics and applied economics. Students learn from innovative, award-winning teachers, and benefit from a supportive and engaged School community. Courses and programs are designed to give students the knowledge and skills they need to secure successful careers in an increasingly connected and competitive world.

To learn more about the School of Economics, please visit https://economics.uq.edu.au.

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 responsible for overseeing and coordinating the provision of high quality functional services to the School to ensure the organisational and financial sustainability of the School’s core activities. This includes the management of personnel, administration, facilities, safety and compliance, marketing and engagement, and research administration.

The position provides the Head of School with strategic support and advice on internal and external policies and demands. The School Manager works closely with staff within the School and Faculty and acts as a primary link between the School and central administrative departments and key external stakeholders.

Duties
Duties and responsibilities include, but are not limited to:

**Operational Planning and Strategic Management**

- Advise the Head of School and staff on all matters pertaining to University, Faculty policies, operations and business processes.
- Support the Head of School by providing overall leadership and management of the School's operations.
- Coordinate the School's involvement in University-wide promotional activities.
- Assist in the analysis of performance indicators and benchmarking the School against national and international institutions.
- Actively participate in, contribute to operational planning, and review processes of the School.
- Represent and advocate for the School where required in key internal and external forums and committees.
- Ensure appropriate and timely responses are provided to requests for information from both within the University and external authorities.
- Serve as a member of School and Faculty Committees (including the Faculty Health and Safety Committee and School Executive Committee) and working parties as appropriate.
- Provide high-level support, information, and advice to the Head of School, with a view to enhancing the School's reputation, viability, financial sustainability.
- Develop and implement continuous improvement for the School's administrative functions, ensuring best practice business processes to maximise efficiencies.

**Financial Management**

- In conjunction with the Head of School and Faculty Finance staff, develop the School's annual budget and quarterly forecast process and 3-5 year budget projections including providing advice and support as required.
- Advise the Head of School on budget strategies, financial position and planning issues.
- Maintain up to date knowledge on the University's and Faculty's budget model/s, financial strategies and business objectives, and provide appropriate advice to the Head of School.
- Identify and develop as appropriate, management information and benchmarking metrics on financial data, workforce planning, assets, RHD students, courses and programs, etc.; to contribute to informed discussion and decision-making at School level.
- Exercise financial delegation for the School as required.

**Staff Management and HR**

- Oversee and contribute to the effective and efficient management of the School's human resources.
- Provide strategies for monitoring workloads of both academic and professional staff.
- Assist the Head of School with HR related matters including recruitment, induction and appointment of paid and unpaid staff, including sessional teaching staff, casual academic hire and placements, and Research Assistants and Honorary and Honorary staff.
- In collaboration with the HR team, provide advice and assistance to the Head of School on sensitive human resource matters and policies and procedures related to human resource management.
• Provide direct supervision and overall management of all general staff within the School, and liaise with relevant Professional Service Function Managers, to contribute to and promote a high standard of staff performance, skills development and productivity across all professional staff functions.
• Conduct and/or oversee performance planning and review in accordance with the Recognition and Development Program, examining training needs and coordinating staff development for support staff.

Facilities and OH&S Management
• Direct, supervise and contribute to the effective and efficient management of the School's space, through effective allocation of space and undertaking annual space validation audits.
• Ensure that the School’s IT infrastructure meets the School’s current and future business requirements, through annual asset audits, planning and procurement.
• OH&S and risk management and advice.

Marketing and Engagement
• Develop, implement and continuously review communications strategies and processes within the School.
• Ensure positive and effective associations with internal and external partners, clients, collaborators, alumni and colleagues of the School, Faculty and University.
• Oversee the content management on the website and liaise with Faculty Marketing on PR and promotional activities.
• Foster and maintain relationships with external groups on behalf of the School, including donors and Community Groups, and Schools.

General Administration
• 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.
• Under direction of the Head of School, prepare School submissions to the Faculty and the University when required.

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
The position reports to the Head of School, has a functional reporting relationship with the Faculty Executive Manager, and supervises six (6) professional staff.
SELECTION CRITERIA

- A postgraduate qualification and extensive relevant experience; or extensive management and relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Extensive relevant experience in a senior management role with a focus on one or more of strategic financial and budget planning, human resource management, facilities management and student/academic administration.
- Demonstrated knowledge of management concepts and issues, including developing, writing and implementing strategic and operational plans, policy documents and providing high-level advice and support to increase the operational efficiency of the School.
- Possession of highly developed communication and interpersonal skills, particularly in terms of ability to liaise, consult and negotiate; prepare reports and submissions; negotiate and manage change; and communicate with diverse groups, both within the University and the broader community.
- Demonstrated leadership ability to build, lead and maintain high performing teams, possessing a leadership style that promotes and encourages teamwork, collaboration, communication and organisational excellence.
- Demonstrated ability to respond flexibly and generate imaginative and innovative solutions to problems to achieve goals and work effectively as part of a management team.
- Demonstrated ability to establish effective relationships and to represent and promote the School at a university and wider community level.
- Ability to use judgement, act independently and take initiative without direction.
- Commitment to upholding the University’s values, and with the outstanding personal qualities of openness, respectfulness and integrity.

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 for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.