POSITION DESCRIPTION

Position Title: School Manager
Organisation Unit: School of Dentistry
Position Number: 3019220
Type of Employment: Full Time, 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 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 $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 currently 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 Business and Economics of Health (CBEH)
- UQ Poche Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at: [http://habs.uq.edu.au/](http://habs.uq.edu.au/).

**The School of Dentistry**

The UQ School of Dentistry has a long and proud tradition of over 80 years of strength in dental education and research, and attracts high achieving students nationally and internationally. UQ is a leading source of expertise in the local, national and international dental community and has been a key contributor to achieving effective solutions to contemporary issues and challenges. The School has strong collaborations within and outside the dental profession.

As part of the Faculty of Health and Behavioural Sciences, the School of Dentistry offers the Bachelor of Dental Science (Honours) program and specialist post-graduate programs (Doctor of Clinical Dentistry). The School of Dentistry also has a growing cohort of research higher degree students.

Research within the School is focused on a number of themes, and crosses a range of areas from laboratory based research through to technologies applied in clinical practice and dental public health.
Further details about the School’s teaching programs, research interests and other activities may be accessed on the School’s web site at http://www.dentistry.uq.edu.au/

Further information about the Faculty and School is available at http://health.uq.edu.au/

The Oral Health Centre (OHC)

The OHC opened in January 2015. This award winning building is the largest and best equipped facility for patient treatment, dental education and research in Australasia. The OHC has over 150 chairs across 11 clinics and 2 general anaesthetic theatres, a PC2 laboratory catering to a range of laboratory based research, 2 clinical simulation laboratories, 2 auditoriums and a seminar room complex.

The OHC’s location on the Herston campus provides an excellent interface with other disciplines and health services, with the nearby Royal Brisbane & Women’s Hospital, the UQ Faculty of Medicine and School of Public Health, and the UQ Centre for Clinical Research. New teaching and research facilities (including expanded simulation labs) and new equipment at the forefront of current technology used in dentistry have allowed the School of Dentistry to commence a refreshed and innovative undergraduate dental program, along with an expanded range of postgraduate programs.

The Oral Health Alliance (OHA)

From January 2017, the OHA integrated the activities of Metro North Hospital and Health Service Oral Health Services and the UQ School of Dentistry to establish world-class activities in clinical teaching, research and service provision in oral health, headquartered around the state-of-the-art Oral Health Centre on the co-located Royal Brisbane and Women’s Hospital and UQ campus at Herston.

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 senior leader, who in conjunction with the Head of School is responsible for strategic and operational planning, budget management, workload monitoring, and coordination of professional functions within the School, its Centres and Clinics. The School Manager performs a key leadership role in the development and maintenance of a strong, and effective administrative function and culture within the School and actively contributes to the strategic and operational objectives of the Faculty and University.

Within the University, the School Manager has a critical role of strengthening ties between the School and the Faculty, as well as ensuring the effective development of working relations with other UQ Schools, Faculties, Institutes and central administrative departments. External to the University, the School Manager is expected to make a substantial contribution to the promotion and profiling of the School with key partners, industry and professional groups aligned to its teaching, research and engagement.
Duties

Duties and responsibilities include, but are not limited to:

**Operational Planning & Strategic Management**

- Support the Head of School and School Management Committee by providing overall leadership and management of the School's operations.
- Actively participate in and contribute to the development of strategic and operational planning and review processes of the School and Faculty. Lead the implementation of these plans by providing strategic direction and leadership to relevant staff.
- Identify, develop and implement initiatives to promote the continuing development of the School.
- Lead, contribute to, and actively promote a high standard of professionalism and performance management across all operational functions within the School and Faculty.
- Lead a culture of continuous improvement within the professional functions of 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 and Faculty where required involving complex matters and short timeframes.

**Resource and Staff Management**

- Direct, supervise and contribute to the effective and efficient management of the School's financial, human and physical resources, including School-owned clinics at Dalby and St George.
- Oversee and liaise with appropriate Faculty and School staff regarding the School's annual 3-5 year budget projections and quarterly forecast process, including providing advice and support to the Head of School.
- Advise the Head of School and School Management on budget strategies, financial position and planning issues.
- Identify management information and benchmarking metrics to contribute to informed discussion and decision-making at School level.
- Lead, contribute to and promote a high standard of staff performance, skills development and productivity across all School activities.
- In collaboration with the Faculty HR Manager, provide advice and assistance to the Head of School on sensitive 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 WH&S management.
**Academic/ Student Administration and General Administration**

- 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.
- Manage the efficient and effective operations of the School with an emphasis on quality customer service, and ensuring the provision of administration services to support students and academic staff.
- Oversee the provision of support to the School's teaching programs including placements, student administration, pre-clinical technician services, research higher degree administration and research administration, ensuring a responsive and professional service to all clients.
- Liaise with senior administrative and academic staff of the University as necessary on policy, resources, and other administrative matters.

**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 and/or maintain the School's reputation, external placement providers and student numbers.
- Work with the HaBS Faculty Advancement team to ensure continued philanthropic support of the School's scholarship, research and donor programs.
- Build and maintain relationships with key health partners, industry and professional groups, and evaluate engagement outcomes. A key engagement focus of the role is managing the operational requirements of the Oral Health Alliance between the School and Metro North Hospital and Health Service.

**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

**Location**

The position is located at the Herston Campus but attendances at St Lucia campus will be required. Travel to St George and Dalby clinics may also be required.
Organisational Relationships

The position reports to the Head of School, School of Dentistry and has a functional reporting relationship with the Faculty Executive Manager.

SELECTION CRITERIA

**Essential**

- Postgraduate qualifications in a relevant area with extensive relevant experience or an equivalent combination of relevant experience and/or education/training.
- 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 leadership style that promotes and encourages teamwork, collaboration, communication and organisational excellence.
- Demonstrated ability to establish effective relationships and to represent and promote public and environmental health 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 and support.
- 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 ability to contribute to and provide support for the work of the Head of School within a complex organisational environment.
- Demonstrated ability to translate the School’s strategy into operational goals and create a shared sense of purpose within the School and Faculty.
- 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.
- Demonstrated experience managing and overseeing clinical operations.

Vaccinations and Immunisation

It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University’s Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.

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 habs-hr-advisory@uq.edu.au