

POSITION DESCRIPTION

Position Title:	School Manager
Organisation Unit:	School of Information Technology & Electrical Engineering
Position Number:	3046458
Type of Employment:	Fixed Term
Classification:	Hew Level 10A

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) is one of Australia's leading research and teaching institutions. For more than a century, we have been bringing together outstanding educators, researchers and innovators – across a range of disciplines – to inspire the next generation and to advance ideas that can benefit the world.

Today, UQ is [ranked among the world's leading universities](#) and we are consistently recognised as one of the top 5 universities in Australia.

Each year, we teach around 55,000 students across 6 faculties, located at our 3 beautiful campuses at St Lucia, Herston and Gatton – as well as online. We aspire to broaden the knowledge and skills of these students, so that they're equipped to achieve their professional goals and make a positive contribution to our society, and the world.

The University is also home to 8 research institutes and more than 100 separate research centres with an interdisciplinary community of more than 1500 researchers, who have come to UQ from all over the globe. This outstanding community of researchers is continuing to build upon UQ's long and proud tradition of discovery science, invention, innovation, translation and commercialisation.

At UQ, we recognise that our people are our greatest asset. As such, we seek to recruit innovative people who are passionate about helping us to advance our mission and broaden our impact.

Our culture is built on the things that we value most highly – the pursuit of excellence; creative and independent thinking; honesty and accountability; mutual respect and diversity; and providing support for our people. Through the promotion of these values, we're creating a culture that encourages our people to bring their very best, authentic self when they come to work at UQ.

Organisational Environment

School of Information Technology & Electrical Engineering

It is an exciting time to get involved with the School of Information Technology and Electrical Engineering, located on UQ's St. Lucia campus. The School is ramping up its investment in teaching, research and engagement to create an inspiring, diverse and flexible workplace. The direction is backed by a bold, new strategic vision to ensure the School is at the forefront of meaningful research outcomes and pedagogy across its core impact areas of health, data, automation and energy. Boasting strong student enrolments in professionally accredited programs, combined with world-class researchers and facilities, the School is focused on strengthening its position in the global computer science and engineering communities. By attracting the brightest minds and fostering a truly innovative and

collaborative work environment, the School will develop global solutions to contemporary issues and mentor the leaders of tomorrow.

The School recognises 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 Centre 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.

Details of the School may be accessed on its website at <http://www.itee.uq.edu.au/>.

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>

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DUTY STATEMENT

Primary Purpose of Position

The School Manager is a highly autonomous and senior position that is critical to the effective leadership and management of the School. The School Manager is responsible for leading the direction and management of all operations of the School.

The School Manager oversees a team of professional staff who deliver high quality services, including strategic business development and engagement, management of academic and student administration and teaching support, space/facilities/services functions, workshops and safety and security compliance. The position works collaboratively with the functional provision of services in Finance, HR and research administration and support, to ensure that School needs are met. The position acts as a primary link to the Faculty and will ensure the effective development of working relationships with other UQ Schools, Faculties, Institutes, central administrative units and key external stakeholders.

The School Manager works closely with the Head of School in identifying, initiating and implementing change management initiatives that support the School, the Faculty and the University to meet goals and objectives. In partnership with the Head of School and School Executive, the School Manager is responsible for the development of short and longer term strategic business plans, workforce planning and stakeholder relations which ensure that the School achieves levels of excellence in education, research and community outreach.

The School Manager is the primary advisor to the Head of School and School staff on all matters pertaining to University, Faculty and School policies, operations and business processes. The School Manager 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 high performing, collaborative culture in the School which values contemporary leadership practices.

Duties

Duties and responsibilities include, but are not limited to:

- Support the Head of School and School Executive Committee by providing overall leadership and management of the School's operations.
- Lead business development, planning, financial and strategic frameworks on behalf of the School in order to ensure collaborative and transparent planning structures that meet the vision, goals and objectives of the School.
- Provide vision, administrative leadership, development opportunities and mentoring to a dedicated School and shared service staff to create a highly engaged workforce, and to promote a work culture that supports the ongoing growth and development of the School.
- As a key member of the School's Executive leadership team, provide authoritative commercial, financial and resourcing advice to the Head of School and other senior School staff.
- Identify, develop and implement initiatives to promote the continuing development of the School and Staff as a high-performing, collaborative workplace culture.
- Develop, lead and implement the School change initiatives and activities.
- Lead, contribute to, and actively promote a high standard of performance management across all operational functions within the School and Faculty.
- Lead a culture of continuous improvement across all School administrative and technical operations.
- Provide recommendations and advice to the Head of School, School Executive Committee and Executive Dean's Office on matters pertaining to policies, business practices and performance indicators
- Undertake special projects or portfolios of projects for the Head of School involving complex matters and short timeframes.
- Provide overall guidance and planning to the School's annual budget and forecasting process and develop productive and effective working relationships with key staff in the Finance Team. In addition, oversee the monitoring, compliance and reporting processes and provide detailed and ongoing financial analyses of teaching, research and other activities to support effective management decision-making.
- Contribute to School governance through the School's Executive and by playing a proactive leadership role in relevant School and Faculty committees and working groups.
- Take responsibility for the School's governance, risk profile and compliance management, ensuring that monitoring and reporting on areas of risk are conducted on a regular basis and in line with the University's Risk Management strategy.
- Work closely with the School's senior staff to develop School-based strategic plans to support new and existing research and teaching initiatives.
- Develop and action effective and financially viable operational plans aligned with the School's vision, strategic plans and other Faculty/University initiatives, ensuring effective execution through appropriate resource allocation and regular review.
- Establish and maintain effective networks across the University to ensure the interests of the School are promoted across all levels of governance.
- Locally manage School spaces and other resources in conjunction with the Faculty Executive Manager and proactively plan for changing needs.
- Oversee the development and conduct of internal and external communications and the development of marketing plans directed towards strategically developing the School profile.
- In conjunction with academic coordinators, monitor and report on the outcomes of the School's teaching programs and develop and analyse opportunities for improvement.
- Lead specific School service reviews to ensure that new and existing School operations are efficient, financially viable and appropriately resourced and lead business process redesign and change management initiatives as required.

- Contribute significant leadership and energy to maintaining a safe and healthy work environment for staff and students.

Undertake other duties as reasonably directed by the Head of School.

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 the Head of School, and has a functional reporting relationship with the Faculty Executive Manager.

The position will be responsible for the supervision of a large team consisting of business development, project, and administrative focused staff.

SELECTION CRITERIA

Essential

- Demonstrated experience with initiating, socialising and managing change processes successfully across a broad range of portfolios.
- High level of strategic business and engagement planning experience, and process improvement skills, that demonstrates 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.
- 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.

Desirable

- Management experience in the higher education sector, including the ability to manage and lead student/academic administration functions.
- Demonstrated knowledge and understanding of the university's organisational structure, systems, policies and procedures.
- Relevant experience in facility management, refurbishment or project works strategies for improving facilities and space.

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.