**POSITION DESCRIPTION**

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| **Position Description Classification Approved** | **Date** |
| Human Resources Branch | 28/03/2022 |

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| **POSITION DETAILS** |  |
| **Position Title:** | **School Business Manager** |
| **Position Number:** | 1234085 |
| **Classification:** | HEO8 |
| **Faculty/Division:** | Faculty of Health and Medical Sciences |
| **School/Branch:** | Faculty & School Operations |
| **Reports to (position title):** | Director, Faculty Operations |
| **Delegations:** | Relevant HR and Financial delegations as prescribed to this position |
| **Special Conditions:** | * Reasonable workplace adjustments will be made for people with a disability. * Frequent traveling to other campuses and institutions may be required |
| **Significant Working Relationships:** | * Faculty Executive Director * Heads of School & Department Heads * Academic and professional staff members * Internal and external stakeholders * Industry and community business partners * Undergraduate and postgraduate students |

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| **POSITION SUMMARY** |
| The University of Adelaide is a leading research intensive and teaching University.  The Faculty of Health and Medical Sciences at the University of Adelaide services the needs of approximately 6,600 students, 700 academic and professional staff and 2,000 clinical and affiliate practitioners. Comprised of eight schools and a number of disciplines, research centres and institutes, the Faculty is recognised as a world leader in health education and research. Our programs are informed by cutting-edge research, integrated with high quality learning, and taught by academics that are national and international leaders in their fields. Our research is ranked above or well above world standards (ERA 2018) with our strengths spanning the full life course.  Working under broad direction the School Business Manager is responsible for the delivery of business for the Faculty and the School for which they are responsible. The School Business Manager works in partnership with administrative teams and the Faculty functional managers to support the delivery of a broad range of services, including oversight of budget, infrastructure, reporting, HS&W compliance with policy and procedures, mitigation of operational risks, and quality assurance to support the Faculty Executive Director and Heads of School.  The School Business Manager is responsible for identifying and implementing strategic initiatives and operational plans that will advance the positioning of the School and Faculty. This role is also responsible for driving the Faculty and School agenda within the broader University and should influence and advocate accordingly to support the advancement of the Faculty. |

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| **KEY RESPONSIBILITIES** | |
| Strategic and Operational Leadership | * Develop and monitor the implementation of School strategic/operational plans in line with the Faculty strategic and operational plans and in conjunction with the Heads of School and executive committee * Provide strategic business advice to the Faculty Executive Director, Heads of School and the Director, Faculty Operations through the preparation of comprehensive business cases, detailed reports, briefing papers and discussions to drive practical solutions to support strategic and operational plans. * Provide advice and monitor the key performance indicators of the School including finance, resources and workloads through, monthly and annual financial and performance monitoring. * In conjunction with the Heads of School and under the guidance of the Faculty, develop the annual budget and financial plans. * Proactively identify solutions for areas of development, continual improvement and future planning for the school in line with Faculty and School strategic and operational plans. * Identify business risks and ensure practical strategies are implemented to mitigate risks. * Contribute to the development of Schools’ performance indicators to measure, evaluate. and report on the effectiveness of agreed management decisions. * Analyse and provide appropriate management information to inform decision-making e.g., financial, human resources, trend data and student information * Investigate complex contract administration issues (e.g., partnership agreements with various industry partners) and provide advice specific to Faculty requirements and deliver a responsive point of contact for queries or requests. |
| Leadership and Team Engagement | * Provide leadership, direction, and influence for professional and academic staff to ensure provision of effective support and business advice. * Participate in the development of a high-performance service culture, particularly by implementing positive leadership models and structures for the Faculty and Schools. * Participate in the development, enhancement and maintenance of Service Level Agreement between School, Faculty and Shared Services and identify and address performance issues. * Act as a point of contact for external stakeholders and networks to enhance engagement and communication strategies which contribute to key strategic initiatives for the School and Faculty. |
| Stakeholder Engagement | * Collaborate with Faculty Management Team and Executive to support the strategic directions and performance of the School in line with faculty strategic and operational plans. * Act as a liaison between the Schools and Faculty to ensure that professional relationships are maintained and there is effective two-way communication. * Provide liaison and advocacy service between the Schools and Shared Services within the University. * Manage relationships with key stakeholders, including non-university campus partners to ensure collaborative outcomes and engagement. * Foster a service culture and be a service champion across the Faculty. |
| Financial Management | * Implement and maintain well managed resource and financial plans to ensure the needs of the school are met. * Ensure accuracy and integrity of financial documents through regular checking of financial reports and provide additional information as required to Faculty Management Accountants * Develop and implement strategies to mitigate identified risks. * Implement and execute expenditure control for the school. * Approve casual engagements across the school keeping in line with the approved school budget. * Be proactive in managing cost saving strategies for the school. |
| Other reasonable duties commensurate with classification level. | |

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| **PEOPLE MANAGEMENT RESPONSIBILITIES** |
| * N/A |

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| **CAPABILITIES AND BEHAVIOURS** |
| Use the [Capability Dictionary](https://www.adelaide.edu.au/hr/ua/media/1605/rec-core-capability-dictionary.pdf) to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position. |

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| **UNIVERSITY EXPECTATIONS** |
| Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University’s Code of Conduct |
| **STAFF VALUES AND BEHAVIOUR FRAMEWORK** |
| Our culture is one that welcomes all and embraces diversity consistent with our [Staff Values and Behaviour Framework](https://www.adelaide.edu.au/hr/organisational-development/university-values) and our Values of integrity, respect, collegiality, excellence and discovery. We firmly believe that our people are our most valuable asset, so we work to grow and diversify the skills, knowledge and capability of all our staff. |

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| **SELECTION CRITERIA** |
| **Knowledge and Experience:**   * Demonstrated experience in providing sound strategic advice, including preparation of reports and the development and implementation of strategic and operational plans. * Demonstrated experience and understanding of current management practices and principles of human resources, HSW, financial reporting and student administration. * Demonstrated experience leading a team, influencing cultural change, delivering client centric services, and managing change and transition processes. * Demonstrated experience communicating, both verbally and in writing, in a succinct, professional, and responsive manner. * Knowledge and experience of software which supports organisational operations and standard business software packages, such as Office.   **Desirable**   * Significant knowledge of higher education sector in Australia.   **Qualification/s:**   * Postgraduate qualifications (or progress towards) and extensive relevant experience or * A degree qualification in accounting and/or business management with subsequent relevant experience or equivalent combination of relevant experience and or education / training. |