PURPOSE STATEMENT

The ANU College of Health and Medicine (CHM) encompasses a tradition of research excellence that has fostered four Nobel Laureates and trains leaders in science, medicine, health and the environment in Research Schools consistently ranked among the top performers in the world in their various fields.

The College is committed to solving problems through fundamental and applied scientific research, and improving health outcomes for people in Australia and around the world. As part of a College strategic transformation program, the College is currently implementing a structure which will house three Research Schools - the John Curtin School of Medical Research; the National Centre for Epidemiology and Population Health (NCEPH) and the School of Medicine and Psychology (SMP).

The School Manager is responsible for the strategic and operational management of the School, working closely with the School’s Executive and College Executive to deliver outcomes that progress the School’s, College and University’s vision for excellence in research and education. The Manager will provide high level strategic advice to support decisions of the School’s and College Executive teams, and work together with the Executive and School Director to enable and manage key internal and external partnerships; monitor School performance, financial commitments, and HR requirements; and ensure effective communication and high-impact work by the School professional staff team. The School Manager will be an active member of the Schools’ Executive and the College Professional Senior Leadership team.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships

The School Manager reports to the School Director, with responsiveness to the College General Manager, and is a member of the College Professional Senior leadership team. The role provides strategic professional leadership to the School and will enable, develop and manage the strategic business engagement and strategies of the School, including, but not limited to, the business, human, financial, technical, contractual and physical resources.

The School Manager leads agile systems for stakeholder engagement and business development to support and advance the work, success and reputation of the School as leaders in their fields and health research institutions of choice. Such systems will include the development, fostering and maintenance of relationships to enable performance of funded programs and to meet strategic objectives. The role supports and enhances existing networks of influence to effectively represent the School within the College and University, as well as to external stakeholders and relevant academic, government and industry sectors.

Role Statement

Under broad direction, the School Manager will:

1. Enable the development and lead the implementation of the School’s business, operational, financial and strategic project plans to support the achievement of strategic goals that are aligned to School, College and University strategic priorities. Monitor progress and report on performance.
2. Support strengthening of key external relationships, particularly with Industry partners, by promoting responsiveness, quality, trust and accountability.
3. Manage and provide effective oversight and leadership in complex and detailed contract negotiations including commercial contracts with a diverse range of external organisations and stakeholders. Including, but not limited to, the preparation of a range of written materials such as business cases, reports and other corporate documentation.
4. Build, develop and maintain effective and collaborative strategic partnerships across and within the University and School stakeholders to positively exercise influence on behalf of the School, including but not limited to the College
and School Executives, Research Schools, and individual researchers; Finance & Human Resource teams, Research and Innovation, Strategic Projects & Partnerships, Alumni Relations & Advancement, and the ANU Legal Office.

5. Partner and collaborate with internal senior specialists – such as Engagement, Advancement and Business Development – and School academic staff to support a strategic engagement framework that enables new business and funding opportunities, particularly alumni and endowment activities and industry engagement.

6. Manage the School’s financial management and associated budget through: planning and delivering a robust budget model; reliable budget forecasts; expenditure and resource allocation against the strategic priorities, budget allocation and requirements of the School and; collaborating with the College and University Finance team.

7. Effective leadership and management of the School's professional staff by applying contemporary coaching, mentoring and career development practices that enable high performance and achievement of operational and strategic objectives.

8. Effectively and proactively contribute at a senior level to College-wide planning, policies and activities to support achievement of strategic priorities, and, where required, effectively represent the School on College or University-wide initiatives.

9. Ensure the efficient and effective day-to-day operations of the School by leading and overseeing the: continuous review and improvement of business systems and processes; managing data collection, analysis, reporting, and production of strategic reports and briefing papers on key issues; internal and external communications; and, direction and advice to School staff and students on a range of relevant policies and procedures.

10. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

11. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

See the classification descriptors for general staff\(^1\) and minimum standards for academic staff\(^2\)

---

**SELECTION CRITERIA**

1. Relevant postgraduate qualifications and demonstrated significant experience and expertise in a senior management leadership role in a complex administrative environment or an equivalent combination of experience and training. Experience in the higher education sector will be highly regarded.

2. Demonstrated high level of achievement at a senior level in a complex organisation, with extensive experience in shaping, developing and implementing strategic and operational business plans.

3. Understanding of, and demonstrated experience in, the management of strategic relationships and partnerships and the financial and legal aspects of complex external partnerships, including review of contracts and risk frameworks for investments and engagement.

4. Demonstrated high level experience and proven ability to build and maintain effective working relationships with internal and external stakeholders by positively engaging, communicating, influencing and negotiating to enable durable and collaborative relationships of trust to deliver results.

5. Demonstrated high-level expert analytical and problem solving skills to forecast the impact of initiatives, manage issues and broker solutions that arise across complex domains and stakeholder groups, successful delivery of projects on time and within budget and use sound judgement in decision making.

6. Demonstrable inclusive leadership and management skills to build high-performing teams and to effectively manage human, financial, technical and infrastructure resources to achieve operational and strategic objectives.

7. Highly developed written, oral and visual communication skills, with the ability to prepare clear and concise reports, briefings and high-level correspondence.

8. Demonstrated high-level of understanding of equal opportunity principles and occupational health and safety in the workplace and a commitment to the application of these principles in a university context.

*The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.*

---

**References:**

- General Staff Classification Descriptors
- Academic Minimum Standards

---

\(^1\)Schedule 5 - General staff classification descriptors - Human Resources - ANU

\(^2\)Schedule 4 - Human Resources - ANU