



Position Description

College/Division:	CASS
Faculty/School/Centre:	RSHA
Department/Unit:	School of Archaeology and Anthropology
Position Title:	School Manager
Classification:	ANU Officer Grade 8 (Administration)
Position No:	
Responsible to:	Head of School
Number of positions that report to this role:	3
Delegation(s) Assigned:	D7

PURPOSE STATEMENT:

The School Manager provides high-level advice and executive support to the School's Executive Team. The School Manager is responsible for assisting with the development and implementation of strategic plans, contributing to maximising the School's performance in terms of staff and students and supporting the leadership of the College General Manager in establishing a common College culture and approach to administration.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The School Manager manages the school's administration team, being responsible for the provision and management of all administrative related processes, including: general and student administration and human resources and financial support to staff, students and visitors of the School, working in partnership with colleagues in College functional areas. The School Manager is a member of the College Senior Administrative Network and supports the leadership of the College General Manager to ensure consistent direction and practices in administration across the College.

Role Statement:

Under broad direction, the School Manager will:

1. Provide high level assistance and administrative support to the Director, such as support in the development, implementation and monitoring of strategic and operational plans and in the data collection, analysis and reporting, including drafting strategic reports and briefing papers on key issues.
2. Work closely with the Finance team on financial management and planning including: budgeting, monitoring expenditure and resource allocation by analysing School requirements and strategic priorities.
3. Lead and supervise the School's administrative team, including coaching, mentoring, skill and career development, feedback on performance and performance management, where required.

4. Provide direction and advice to School staff and students on a range of University and College policies and procedures, and develop School procedures within a framework that supports and facilitates continuous review and improvement.
5. Promote School interests and linkages with the University and external agencies, and coordinate and implement appropriate marketing and communication strategies including the development of web content, contributions to the annual report and outreach materials.
6. Develop a close working relationship with the College Administration Group to achieve efficiencies and streamlining of procedures, and represent the School on College-wide committees as required. Maximise opportunities for external funding for the School and manage the research outcome data collection, in liaison with the College Research Office.
7. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
8. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA:

1. Progress towards relevant postgraduate qualifications and demonstrated management experience in a complex administrative environment. Professional training will be highly regarded, as will experience in higher education.
2. Proven strategic advice and planning skills to support senior management and experience implementing policies, procedures and strategic plans and reporting on strategic initiatives.
3. Demonstrated analytical, problem-solving and decision-making skills and experience retrieving and analysing data from multiple sources.
4. Demonstrated supervisory experience, with an ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives timely and on budgets.
5. High level of interpersonal and negotiation skills with demonstrated effective communication skills and experience drafting executive reports and briefs.
6. Demonstrated computer skills with experience using online data management platforms and proficiency using the MsOffice suite. High-level skills in Excel and experience using Visio for complex business diagrams will be highly regarded.
7. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

Supervisor/Delegate Signature:		Date:	02/08/2019
Printed Name:	Professor Simone Dennis	Uni ID:	u3915853

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

 Australian National University	<h1>Pre-Employment Work Environment Report</h1>
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Position Details

College/Div/Centre	CASS	Dept/School/Section	RSHA/SOAA
Position Title	School Manager	Classification	ANUO 8
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> • Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 					
TASK	regular	occasional	TASK	regular	occasional
key boarding	x	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:	Professor Simone Dennis	Date:	02/08/2019
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