

POSITION DESCRIPTION

Position Title	Faculty Manager
Business Unit	Faculty of Business, Government & Law
Appointment Level	UC Level 10
Reporting To	Executive Dean, Faculty of Business, Government & Law
Number of Direct Reports	3
Delegation Band	4
Position Number	51144

THE UNIVERSITY OF CANBERRA

The University of Canberra is a young University anchored in the national capital and works with government, business, and industry to serve our communities and nation. The University of Canberra challenges the status quo; always pursuing better ways to teach, learn, research, and add value – locally and internationally.

Our purpose is to provide education which offers high quality transformative experiences; to engage in research which makes a difference to the world around us; and to contribute to the building of just, prosperous, healthy, and sustainable communities.

The University of Canberra has recently established its long-term ambitions through its new decadal strategy: *Connected*. Through its three objectives (Connected to Canberra, Connected for life and Connected UC), the University of Canberra aims to build sustainable communities through deep collaborations that are locally focused and globally relevant, partner for life with our students to shape our economic, social and cultural futures and deliver an outstanding, digitally connected experience that removes barriers to accessing higher education.

OUR PURPOSE AND VALUES

Our [purpose and values](#) are the heart of this university. They describe our core identity: who we are and how we behave at the University of Canberra. They were developed by our people for our people.

GALAMBANY

Together we work to empower, connect and share knowledge with our people, cultures and places



BUSINESS UNIT OVERVIEW

The Faculty of Business, Government & Law is home to over 3500 students, including higher degrees by research students located in Canberra Law School, Canberra Business School and the Canberra School of Politics, Economics and Society. The Faculty hosts two Research Centres – the Centre for Deliberative Democracy and Global Governance and the Centre for Environmental Governance.

The Faculty is committed to its three core principles of enterprise and innovation, social value and responsibility and sustainability and aims to lead multi-disciplinary research and teaching in these areas. Its teaching and research are focused particularly in the nexus between business and government. The Faculty has many international links, collaborating with universities around the globe.

POSITION PURPOSE

Reporting to and working closely with the Executive Dean, the Faculty Manager will have responsibility for the management of the finance, data analysis and reporting and facilities functions of the Faculty. The position also includes strategic leadership of the professional staff teams within the Faculty, ensuring that education, research, and operations teams are well aligned to service and support the core activities of the Faculty in education, research and engagement.

The Faculty Manager will work closely with the Executive Dean to develop annual plans, in consultation with Faculty Executive members, pertaining to student load, operations, budgets, marketing, risk register and treatment plans, as well as ensure that data is accurately recorded in systems related to teaching, research, timetabling, salaries and leave accruals. An integral part of the role will be working with the Faculty Executive to achieve University strategic objectives through effective stakeholder management and the identification of new business opportunities.

PRIMARY RESPONSIBILITIES

Reporting to the Executive Dean, Faculty of Business, Government & Law

The position will be responsible for:

- Developing and implementing strategic and operational plans for the Faculty and associated guidelines, in consultation with the Executive Dean and Faculty Executive;
- Providing leadership, direction and performance development management to empower the Faculty's professional staff to manage and achieve the operational objectives of the Faculty across its core functions of education, research, engagement and business development;
- Overseeing the Faculty's budget, cash flow forecasting (including student load, academic growth opportunities and market share) and cost control processes in order to meet annual and project-specific budgets;
- Providing leadership to ensure that Faculty planning processes are informed by evidence and relevant data analytics, acting as a key contact person for the Faculty's engagement with central business units;
- Providing strategic and timely contributions as a member of Faculty Executive;
- Overseeing the Faculty's marketing and external relations activity as led by the Associate Dean Partnerships & Engagement and Operations Coordinator;
- Overseeing continual business process improvement across the Faculty, including the application and appropriate use of technological systems which enhance service delivery and productivity, provide for cost efficiencies, and increase the level of quality assurance and accountability;



- Engaging with academics, researchers and managers within the Faculty, with central administrators, and with industry networks and partners to ensure the Faculty identifies and responds to strategic opportunities, receives appropriate services, and remains compliant with changes to University policies and processes;
- Ensuring effective stakeholder engagement including representing the Faculty at internal and external meetings by developing and applying a sound knowledge of the Faculty's academic and research capability;
- In conjunction with the Associate Dean Partnerships & Engagement and the Executive Dean, manage the Faculty's relationships with international and domestic education partners including oversight of all operations, in collaboration with UC Partnerships and relevant Program Directors;
- Assisting the Executive Dean with development of and adherence to HR policies and the Faculty workload model, and supporting Heads of School, Centre Directors and Program Directors with staff allocation to specific activities;
- Facilitating effective communication and collaboration between academics and partners in order to ensure effective and efficient delivery of programs;
- Other duties as required appropriate to the classification level.

Key Capabilities	Descriptors
1. Leadership	<p>1.1 Proactively addresses challenging issues and takes responsibility for seeing issues through. Assist team members to recognise barriers and overcome them.</p> <p>1.2 Connects the University Strategy with the Portfolio and reinforces connections with other staff.</p> <p>1.3 Builds and communicates a clear and compelling path for others to choose to be committed and engaged.</p> <p>1.4 Champions and role models effective change while working to engage and enthuse others to embrace a vision of change.</p> <p>1.5 Showcases diverse voices and perspectives and seeks and values unique contributions and promotes accessibility to all.</p>
2. Citizenship	<p>2.1 Upholds, demonstrates, and promotes the university's purpose and values.</p> <p>2.2 Promotes diversity of thought and creates an inclusive workplace where people feel a sense of belonging.</p> <p>2.3 Looks beyond own point of view to consider needs of others and looks for opportunities to create belonging, support reconciliation, diversity, and inclusion.</p> <p>2.4 Manages accessibility concerns to promote equity.</p>
3. Effective Communication	<p>3.1 Adjusts message and delivery appropriate to audience.</p> <p>3.2 Listens authentically to others to understand content and context and effectively communicates ideas.</p> <p>3.3 Produces accurate and effective information in a timely and efficient manner.</p> <p>3.4 Influences and negotiates persuasively.</p> <p>3.5 Builds cultural competence and adaptive communication skills.</p>
4. Collaboration	<p>4.1 Connects and collaborates with our community.</p> <p>4.2 Looks beyond self and immediate team to add value to the whole University.</p> <p>4.3 Authentically and meaningfully connects with people who are different to self.</p> <p>4.4 Is open to a variety of ideas, experiences, and styles.</p> <p>4.5 Develops relationships with external parties. Seeks and acts on opportunities to connect external parties and partners to the University.</p>
5. Delivers results	<p>5.1 Delivers on agreed outcomes and escalates issues as appropriate.</p> <p>5.2 Responds to changing circumstances and priorities.</p> <p>5.3 Identifies opportunities to improve processes and takes opportunities to problem solve to deliver outcomes.</p>
6. Business Acumen	<p>6.1 Understands the purpose of own position and how this contributes to the objectives of the University.</p> <p>6.2 Manages resources effectively.</p> <p>6.3 Understands the commercial context the University operates in.</p>
7. Service	<p>7.1 Delivers seamless customer focused service underpinned by simplified and efficient processes.</p> <p>7.2 Understands and anticipates the needs of our students and partners and can convert these into commercial outcomes.</p>
8. Digital Literacy and Innovation	<p>8.1 Incorporates digital literacy skills into own learning and the learning of others e.g., students, peers, supervisees.</p> <p>8.2 Appreciates the legal, ethical and security guidelines in the management, access and use of data.</p> <p>8.3 Isn't afraid to have an impact. Inspires others to be innovative. Is brave, stirs curiosity and shares ideas and discoveries that shape our future.</p> <p>8.4 Demonstrates the ability to work fluently across a range of tools platforms and applications to achieve complex tasks.</p> <p>8.5 Demonstrates the capacity to adopt and develop new practices with digital technology in different settings; to use digital technologies in developing new ideas, projects, and opportunities.</p>



Note: This position requires a skill level that assumes knowledge or training equivalent to graduate qualifications, or extensive relevant experience, or an equivalent combination of relevant experience and/or education/training.

While at work, you must take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons. This includes:

- comply, so far as you are reasonably able, with any reasonable instruction that is given by the University to comply with the WHS Legislation
- cooperate with any reasonable policy or procedure of the University relating to health or safety at the workplace that has been notified to workers
- assume any additional duties as outlined in the WHS Procedure: Resources, Responsibility and Accountability