POSITION DESCRIPTION

School Manager

Position Level | 9
Faculty/Division | Science
Position Number | 00032137
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Position Summary

The School of Physics is one of the leading Physics departments in Australia with an excellent reputation in research. The School consists of research departments in Astrophysics, Biophysics, Condensed Matter Physics, Quantum Physics, and Theoretical Physics. The school also hosts the Centre for Quantum Computation and Communication Technology (CQC2T) which has been designated an Australian Research Council Centre of Excellence. Furthermore, the school hosts large nodes of the ARC Centre of Excellence in Future Low-Energy Electronics Technologies (FLEET) and the ARC Centre of Excellence for Exciton Science.

Currently the School of Physics has some 30 permanent academic staff, approximately 50 research staff and 12 professional and technical staff.

A School Manager plays a key role within the Faculty of Science, providing effective and efficient operational and strategic management of the School of Physics. The role is responsible for overseeing business operations of the School, including financial management, human resources, physical resources, student support services and WH&S. The position is also part of the Faculty Administrative Management team, led by the FED and contributes to and at times leads the development and implementation of Faculty-wide policy, procedures and systems in line with University directions and requirements.

The School Manager, Physics reports to the Head of School (HoS), Physics with a dotted reporting line to the Faculty Executive Director (FED) Science and is responsible for all School technical and professional staff.
Accountabilities

Specific accountabilities for this role include:

- Work with the FED and HoS to advance, develop, evaluate and maintain teaching and research strategies that align with the Faculty's mission.
- Provide strategic management advice to the HoS on the full range of School activities, planning and performance.
- Provide operational leadership and expert, strategic advice in the day to day running of the School and provide leadership during times of change.
- With the HoS, plan, manage and allocate human, physical and financial resources to deliver School services in all functional areas e.g. teaching and learning, research and research training and administration.
- Perform high-level operational duties to keep the School functioning effectively.
- Consistent with Faculty and University strategy, policies and processes, manage, advise and report on a range of functional areas concerning: financial management, human resources, facilities and physical resources, records and information systems, communications and marketing, and student administration.
- Work with appropriate business partners across operational areas to ensure the effective management of the School including: financial management, human resource, school facilities and space, marketing and student support, teaching and research, and any other areas as required.
- Represent the School on committees and provide leadership on special projects as required.
- Consult, liaise and negotiate with internal and external stakeholder groups and institutions primarily on School operational matters.
- Oversee the planning for, and maintenance of, equipment, facilities and assets in line with UNSW and Faculty policy and guidelines.
- Provide advice, support and coaching to other School Managers within the faculty as required and appropriate.
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- Relevant degree and extensive relevant management experience or equivalent competency gained through another combination of education, training and experience.
- Superior written and verbal communication skills and demonstrated high level interpersonal skills.
- Excellent consultation, influencing and negotiation skills and proven ability to engage effectively with diverse internal and external stakeholders.
• Extensive experience managing, coaching and developing staff
• Strong initiative and superior analytical and problem-solving skills
• Experience in financial management and proven ability to interpret financial data to provide strategic advice
• Ability to manage the provision of administrative services supporting students’ academic pursuits is desirable
• Ability to oversee support and advice to academic staff on matters of academic administration is desirable
• Proven skills and experience in strategic and resource planning, goal setting and project management
• Substantial experience in business improvement activities and leading change activities
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Ability and capacity to direct and monitor the implementation and effectiveness of the safety management system.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.