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POSITION DESCRIPTION

School Manager School of Humanities and Social Sciences

Position Level	Level 8
Faculty/Division	UNSW Canberra (ADFA)
Position Number	00023338
Original document creation	18/7/2022

Position Summary

A **School Manager** plays a key role within UNSW Canberra, providing operational leadership and effective management for the School of Humanities and Social Sciences.

The role is essential to advance, develop, evaluate and maintain teaching and research strategies that align with the UNSW Canberra's mission and to provide strategic and operational management advice to the Head of School on the full range of School activities and performance.

This position is a key member of the School Executive Committee and contributes widely to the College's operational committees. The role reports to the Head of School and has two direct reports. The School Manager has a dotted line of accountability to the Deputy Faculty Executive Director (DFED), for developing and fostering a Faculty wide professional ethos and approach to planning, policy and systems implementation that aligns with Faculty and University directions and compliance requirements.

Accountabilities

Specific accountabilities for this role include:

- Work with the Head of School and other key stakeholders to develop, implement and evaluate teaching and research strategies that align with the Faculty's mission.
- Provide a high-level of support and advice to the Head of School and School Executive Committee on a broad range of operational activities including financial, human and physical resources, research, governance, communication, and other initiatives that support achievement of the strategic and operational goals of the School.
- Lead and manage the School's professional staff:
 - identify and support opportunities for staff to participate in activities that enhance collaboration and the achievement of UNSW Canberra objectives
 - support ongoing performance of school staff through driving career conversations.

- Work with the DFED to pro-actively assess the School's operational work practices to identify and support process improvements that best support the achievement of Faculty/School operational plans and effectively manage associated change in the local environment.
- Monitor all School business and leverage relationships with Faculty administrative units and other School Managers to ensure operational effectiveness and compliance of administrative functions with University policy and procedures.
- Consult with academic staff on matters of academic administration and processes, assisting in providing School responses on student matters as required.
- Apply a thorough knowledge of University wide policies, or the external environment (e.g. government legislation, guidelines and requirements), or diverse research and teaching activities. To have a substantial influence on policy development or the management of a program(s).
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).

Skills and Experience

- A relevant degree and extensive relevant experience or equivalent experience in supervisory roles or an equivalent combination of experience and training.
- Exceptional conceptual and analytical skills with a demonstrated capacity to apply them in a range of professional functions.
- Demonstrated experience in financial planning and management and proven ability to interpret financial data to provide high quality advice.
- Proven skills and experience in resource planning, goal setting and project management.
- Demonstrated ability to lead and manage a team of administrative staff, collectively and individually, in a customer-focused work environment.
- High level interpersonal, negotiation and communication skills, both written and verbal.
- Experience working with a range of computer systems and applications.
- Commitment to, and capacity to implement, equity and diversity principles, and the ability and capacity to direct and monitor the implementation and effectiveness of the safety management system.

Pre-employment checks required for this position

- Qualification Check
- Criminal History Check
- Identification Check

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.