Position Summary

The Administration Manager is situated within the School of Engineering and Information Technology (SEIT) at the University of NSW, Canberra. Our mission is to educate Australia’s future technology decision-makers and advance the state-of-the-art to shape our region’s defence and security future. Our staff in the disciplines of aeronautical, civil, electrical, and mechanical engineering, as well as aviation, computer science and cyber security interact with the Capability Systems Centre, UNSW Institute for Cyber Security, and UNSW Canberra Space to develop interdisciplinary research programs.

The Administration Manager organises, develops, and leads the SEIT Administration Support Group to provide customised, high-level support for the teaching and research activities of the School. The Administration Manager initiates and administers processes that interface between University, Faculty and School staff to maximise efficiency and end-to-end service provision.

The Administration Manager is a member of SEIT Executive and supports the Head of School and General Manager. The Administration Manager does this by 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.

The role of Administration Manager has 10 FTE reports and directly reports to the School General Manager. The Administration Manager works closely with the Deputy Heads of School to develop the processes needed to implement the administrative elements of their portfolios.

Accountabilities

At a Level 7 specific accountabilities for this role include:

- Provide high-level support and advice to the Head of School, General Manager and the rest of the School Executive.
- Lead, manage and develop School Administrative staff and proactively support the School’s operational activities, planning, projects, governance, communication and other initiatives that support achievement of the strategic and operational goals of the School.
- Support process improvements that best support the achievement of Faculty/School operational plans.
- Undertake special project responsibilities as required by the Head of School and the School General Manager.
- 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 & safety of yourself or others.

At a Level 8 specific accountabilities for this role include, in addition to Level 7 accountabilities:
- To assist the Head of School, General Manager and School executive in the implementation and delivery of strategic and operational plans and monitor School performance against these plans as required.
- Proactively assess the School’s operational work practices to identify 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.
- Address urgent and/or critical School matters or issues as required, providing relevant assistance and management advice.

**Skills and Experience**

At a Level 7 specific skills and experience for this role include:
- A degree in Management or similar and extensive relevant experience supervising teams in a high volume, high pressure work environment, or an equivalent combination of experience and training.
- A proven ability to foster a healthy workplace culture where everyone takes responsibility for completion of the work of the team.
- Advanced interpersonal and negotiation skills, and a strong capacity for effective written and verbal communication skills.
- Demonstrated ability to maintain a high level of discretion.
- Commitment to, and capacity to implement, equity and diversity principles.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

At a Level 8 specific skills and experience for this role include, in addition to Level 7 skills and experience:
- A demonstrated ability to manage a diverse team of administrative professionals and support teams of specialist professionals (such as academics).
- Ability to implement and deliver strategic and operational plans and monitor School performance against these plans as required.
- Exceptional conceptual, interpretive and problem-solving skills, with a demonstrated capacity to exercise initiative and apply these skills effectively in a range of professional functions including academic support, finance and people management.
Progression Criteria
Progression to a higher level within a broadbanded position is not automatic and requires support of the supervisor and approval by Senior Management.

The following is required before progression can be approved:
1. The incumbent will be expected to have reached the top step of Level 7 prior to progression to Level 8, and
2. The incumbent will be expected to have been at the top step of Level 7 for 12 months prior to progression to Level 8;
3. Criteria for progression to Level 8 will be based on satisfactory performance of all responsibilities and behaviours at Level 7, and a demonstrated capacity and ability to take on the responsibilities and the behaviours of the position at Level 8, and
4. Work at Level 8 is available and required by the work unit on an ongoing basis.

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.