## Position Summary

The **Operations Manager** plays an integral role within the Australian Centre for Advanced Photovoltaics providing advanced operational support to the Executive Director of the centre.

The Operations Manager will work closely with the Centre’s Executive Director and UNSW Node Lead, with high level operational and reporting requirements of the Australian Centre for Advanced Photovoltaics (ACAP).

The role entails providing advice on appropriate governance structures to support effective decision making and ensuring activities are compliant with funding agreements and UNSW requirements. The Operations Manager significantly contributes to strategic and operational goals and integration of substantial knowledge to evaluate policies, programs, and initiatives across the Centre for Advanced Photovoltaics to support the centre’s goals.

The role reports to Professor Renate Egan and has no direct reports.

## Accountabilities

Specific accountabilities for this role include:

* Develop, implement, and maintain centre operational systems, processes, and procedures to ensure a consistent approach for all governance, centre management, and general processes and ensure compliance with relevant policies and procedures.
* Develop and monitor the delivery of Australian Centre for Advanced Photovoltaics (ACAP) projects and initiatives to achieve operational and strategic goals.
* Ensuring the Centre’s operations and strategic goals are consistent and aligned to the milestones required by funding bodies and the UNSW head agreement.
* Develop and monitor ACAP’s risk mitigation processesand provide workable solutions.
* Proactively advise, influence and contribute to the business planning and objectives of the Australian Centre for Advanced Photovoltaics, whilst exercising discretion, initiative and confidentiality.
* Monitor, track and report on the status of ACAP’s deliverables to ensure time, cost and quality metrics are in line with approved project plans for assigned projects.
* Initiate, advise and implement operational policies and procedures that support and maintain networks, links and relationships, ensuring appropriate governance is followed in line with policies.
* Support the Executive Director to manage and deliver strategic and operational goals through the provision of strategic advice, project management and development of the Centre’s procedures and proposals.
* Oversee and finalise effective communications with key stakeholders, both internal and external to ACAP projects.
* Align with and actively demonstrate the [Code of Conduct and Values](https://www.unsw.edu.au/governance/policy/policy-hub/codeofconductandvalues)
* Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

Skills and Experience

* Relevant tertiary qualification with substantial relevant experience and a range of management experience, or an equivalent level of knowledge gained through any combination of education, training and experience.
* Demonstrated understanding of engineering, physics and/or project and program management preferred.
* Demonstrated management experience, preferably in higher education, with the ability to anticipate and facilitate the operational and strategic requirements of a national research centre.
* Demonstrated experience in establishing and implementing operational systems, processes, and procedures at programme level, preferably multi-party or at a national level.
* Demonstrated experience leading reporting of activities to funding agencies, ideally in a complex, multi-organisational setting.
* Demonstrated experience working with university research grants office and with government fund agency, preferably experience with ARENA (Australian Renewable Energy Agency).
* Experience leading on process improvement activities, preferably with training in lean/six-sigma approaches highly regarded.
* Demonstrated experience coordinating and developing documentation for meetings and conferences, ideally with experience with management and advisory committees.
* Advanced written and verbal communication skills, with a high level of attention to detail for deliverables produced.
* Superior interpersonal communication skills with a demonstrated ability to work with a diverse range of internal and external stakeholders
* High level organisational skills with proven ability to deal with multiple tasks, establish priorities and meet deadlines.
* Demonstrated ability to operate both autonomously and as part of a team
* Advanced level of computer literacy, working with a range of computer systems especially across all Microsoft office applications
* An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
* Knowledge of health & safety (psychosocial and physical) 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.