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POSITION DESCRIPTION

Deputy School Manager

Position Level	8
Faculty/Division	Engineering
Position Number	00198084
Original document creation	13 /06/ 2024

Position Summary

The **Deputy School Manager** is a leadership position within the School of Computer Science and Engineering. The Deputy School Manager works closely with the School Manager and plays a key role within the Faculty of Engineering. The role will play a leading role in the operational management of the School and leading the Administration team. The Deputy School Manager supports the School of Computer Science and Engineering in its key academic and operational objectives.

The role reports to the School Manager, supporting the School of Computer Science and Engineering and has up to five direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide high level support to the School Manager in the overall management of the School, and in the delivery of the School's projects, initiatives and other ad hoc projects as required.

- Provide operational advice and support in the day to day running of the School. Act as a primary contact for key internal and external stakeholders, maintaining effective communication channels and analysing requests and correspondence to set priorities and handle urgent and often sensitive matters.

- Lead the General Administration Team to coordinate administration across the School, delivering an efficient support service.

- Support the General Administrators' ongoing performance by driving career conversations, setting priorities, and contributing to the planning and reviewing of work objectives.

- Work with the School Manager to oversee the planning for and maintenance of equipment, facilities, and assets in accordance with UNSW and Faculty policy and guidelines.

- Oversee finance administration requests and approvals, including but not limited to purchasing, travel, credit card reconciliation, expense reimbursements, payment requests and billing processes.

- Monitor specific budgets for projects, provide budget advice to teaching and research staff and monitor the funding within the School, consistent with Faculty and University strategy, policies and procedures.

- Responsible for managing the casual recruitment process and approvals for both academic and professional staff on behalf of the Head of School.

- Assist the School Manager with accommodation and space matters including provision of workspace allocation for staff and Higher Degree Research students.

- Lead the continual development, promotion and maintenance of efficient and effective administrative systems, processes and procedures in the School, including the development and update of School documentation and intranet pages.

- Represent the School Manager in committees and projects as required.

- Deputise for the School Manager role as required.

- 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 tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.

- Demonstrated administrative experience and a strong ability to deal with a wide range of issues

- Demonstrated experience in financial planning and management and proven ability to interpret financial data to provide high quality advice to teaching and research staff.

- Strong people management skills, with the ability to adapt their leadership style to suit the situation, to effectively manage change, and supervise and develop staff.

- Lead direct reports by ensuring KPIs, goals and career development plans are in place and providing timely and regular feedback on progress.

- Excellent written and verbal communication skills, with a high level of interpersonal skills to engage effectively with diverse internal and external stakeholders.

- Strong consultation, influencing and negotiation skills with demonstrated analytical and problem-solving skills.

- Proven skills and experience in resource planning, goal setting and project management.

- Demonstrated experience in business improvement activities or leading change processes.

- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.

- Experience working with a range of computer systems and applications, including SharePoint. people management systems, student management systems and finance systems.

- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.

- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

- Verification of qualifications

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.