



Department Manager

Department/Unit	Chemical Engineering
Faculty/Division	Faculty of Engineering
Classification	HEW Level 9
Work location	Clayton campus
Date document created or updated	February 2018

Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at www.monash.edu

The **Faculty of Engineering** is one of the largest in Australia, renowned worldwide for the quality and calibre of our teaching, research and graduates. We offer a comprehensive range of undergraduate, graduate, postgraduate and higher degree by research programs in a wide range of engineering disciplines. Our research activities provide a platform for establishing a thriving educational enterprise and our staff are committed to creating a dynamic learning environment. The research activities range from fundamental studies to research with a strong applications orientation. To learn more about the Faculty of Engineering, please visit our website: www.eng.monash.edu.au/

The **Department of Chemical Engineering** is very active in both undergraduate teaching and postgraduate research and has an international reputation for its quality research programs and postgraduate training. The objectives of the Department are to provide high quality programs in Chemical Engineering for undergraduate and postgraduate students as well as undertaking and publishing high quality research. For more information about us and the work we do, please visit our website: www.eng.monash.edu.au/chemical/

Position purpose

The Department Manager has overall management responsibility for the financial, administrative and technical support functions of the department, its centres and research institutes. The role involves management of extensive resources with significant complexity and diversity, and extends to include forward planning and producing the appropriate models that form the basis of decision making within the department. The Department Manager is also an active participant in the decision making process of the department and is charged with actioning and implementing outcomes as well as responsible for overseeing \$28M of income per year. The Department Manager plays a key role to ensure that the administrative and technical support operations assist the department and its associated centres and institutes to achieve their goals at a high level of quality, efficiency and effectiveness. This role is responsible for the performance management of administrative staff in the Department which includes direct supervision of a number of administrative and technical positions.

Reporting line: The position reports to the Head of Department under broad direction, working with a considerable degree of autonomy

Supervisory responsibilities: This position manages a team of five administrative, technical and/or professional staff

Financial delegation: Yes, in accordance with the university delegations schedule

Budget responsibilities: Yes, in line with Key Responsibilities

Key responsibilities

1. Oversee the planning and management of the Department's significant and complex physical, technical, IT and administrative resources, including: resource planning, implementation and monitoring, aligned to Departmental aims and requirements, as well as planning and reviewing administrative systems to optimise staffing resources and maximise efficiencies
2. Exercise strong budget management for the departments managed to a value of \$18M
3. Plan and implement the Department's resource framework to meet strategic, operational, teaching and research objectives
4. Oversee the utilisation and maintenance of physical infrastructure to ensure use is optimised in support of teaching and research objectives, and oversee the consistent and effective delivery of IT and technical services
5. Implement strategies to ensure Departmental compliance with resource-related legislation and university policy including Occupational Health and Safety (OHS)
6. Provide high level financial, contractual and administrative support and advice on finance and resource matters to the Head of Department and Directors to develop budgets and avoid cost over-runs
7. Manage and lead a team to deliver services including: planning, recruiting and allocating staff resources, developing, coaching and mentoring employees and managing performance
8. Investigate and devise solutions and provide high-level practical and impartial advice to senior management on complex, multi-faceted Department of Chemical Engineering issues
9. Develop and revise Department of Chemical Engineering policies, practices and systems to achieve optimal use of resources whilst meeting legislative and organisational compliance and operational-efficiency needs
10. Oversee the procurement, asset management and maintenance of all equipment, including negotiating and managing large-scale contracts with external service providers
11. Build and sustain high-level relationships and work collaboratively with an extensive network of internal colleagues, clients, stakeholders and external service providers, industry partners and research organisations, to enhance business and research relationships and facilitate contracts and invoicing as required
12. Play a key role in the Department leadership team, actively contributing to strategic planning, reporting and continuous improvement initiatives

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - post graduate qualifications in a relevant discipline and extensive relevant experience, or
 - extensive relevant management experience and proven management expertise, or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Extensive experience in managing significant and complex resources in a similar environment to ensure effective management of the departments financial and physical resources in line with regulatory standards

3. Demonstrated extensive and broad experience in leading, motivating and developing a team of professionals to deliver service excellence and continuous improvements
4. Outstanding investigation, analytical and interpersonal skills, including the ability to devise innovative solutions to complex issues at both an operational and strategic level
5. Exceptional communication skills, including the ability to provide authoritative advice and to manage relationships, influence and negotiate at senior levels within and outside the university
6. Superior planning and organisational skills, with the ability to prioritise and delegate tasks to achieve a substantial agenda within agreed timeframes and to required standards
7. Proven, significant ability to develop and implement policy
8. Experience working independently within a framework of broad guidelines, and as part of a leadership team contributing to setting strategic direction, undertaking strategic planning, providing advice and implementing initiatives to deliver on objectives
9. Relevant proven experience with contemporary financial and management accounting concepts and practices including the use of relevant systems
10. Current working knowledge of Occupational Health and Safety legislation in a technical setting
11. A fascination with engineering technology and testing requirements in a hands-on research intensive environment

Other job-related information

- Current satisfactory Police Records Check is required
- Current satisfactory Working with Children Check (employee) is required
- Travel to other campuses of the University may be required
- Overtime and out of hours work may be required
- There may be peak periods of work during which the taking of leave may be restricted

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.