|  |  |
| --- | --- |
| ANU_LOGO_mono black_FA.jpg | Position Description |

|  |  |
| --- | --- |
| **College/Division:** | College of Arts and Social Sciences |
| **Faculty/School/Centre:**  | School of Literature, Languages and Linguistics |
| **Department/Unit:**  |  |
| **Position Title:**  | School Manager |
| **Classification:** | ANU Officer Grade 8 |
| **Position No:** |  |
| **Responsible to:** | Head of School, SLLL |
| **Number of positions that report to this role:** | 4-5 |
| **Delegation(s) Assigned:** | D6 |

|  |
| --- |
| **PURPOSE STATEMENT:**The School Manager provides high-level advice and support to the Head of School and School Executive. The School Manager is responsible for assisting with the development and implementation of strategic plans, contributing to maximising the School’s performance in terms of staff and students and supporting the leadership of the College General Manager in establishing a common College culture and approach to administration.**KEY ACCOUNTABILITY AREAS:****Position Dimension & Relationships:** The School Manager manages the school’s administration team, being responsible for the provision and management of all administrative related processes, including: general and student administration and human resources and financial support to staff, students and visitors of the School, working in partnership with colleagues in College functional areas and a range of external stakeholders. *.***Role Statement:**Under broad direction, the School Manager will:1. Provide high level assistance and administrative support to the head of School, such as support in the development, implementation and monitoring of strategic and operational plans and in the data collection, analysis and reporting, including drafting strategic reports and briefing papers on key issues.
2. Provide financial management and planning including: budgeting, monitoring expenditure and resource allocation by analysing School requirements and strategic priorities.
3. Lead and supervise the School’s administrative team, including coaching, mentoring, skill and career development, feedback on performance and performance management, where required.
4. Provide direction and advice to School staff and students on a range of University and College policies and procedures, and develop School procedures within a framework that supports and facilitates continuous review and improvement.
5. Promote School interests and linkages with the University and external agencies, and coordinate and implement appropriate marketing and communication strategies including the development of web content and outreach materials.
6. Develop a close working relationship with College Administration to achieve efficiencies and streamlining of procedures, and represent the School on College-wide committees as required.
7. Maximise opportunities for external funding for the School and work with the College Research Office to ensure that current projects comply with university policy and procedures.
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity
9. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.
 |

|  |
| --- |
| **SELECTION CRITERIA:**1. Postgraduate qualifications or progress towards relevant postgraduate qualifications, with demonstrated extensive office management experience in a higher education environment.
2. Proven strategic advice and planning skills to support senior management and experience implementing policies, procedures and strategic plans and reporting on strategic initiatives.
3. Demonstrated analytical, problem-solving and decision-making skills and experience retrieving and analysing data from multiple sources.
4. Demonstrated supervisory experience, with an ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives timely and on budgets.
5. High level of interpersonal and negotiation skills with demonstrated effective communication skills and experience drafting executive reports and briefs.
6. Demonstrated computer skills with experience using online data management platforms and proficiency using the MsOffice suite. High-level skills in Excel would be highly regarded.
7. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.
 |
| **Supervisor/Delegate Signature:** |  | **Date:** |  |
| Printed Name: |  | **Uni ID:** |  |

|  |
| --- |
| **References:** |
| [General Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) |
| [Academic Minimum Standards](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_4) |

|  |  |
| --- | --- |
|  | Pre-Employment Work Environment Report |

# Position Details

|  |  |  |  |
| --- | --- | --- | --- |
| **College/Div/Centre** | CASS | **Dept/School/Section** | SLLL |
| **Position Title** | School Manger | **Classification** | ANU08 |
| **Position No.** |       | **Reference No.** |       |

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

1. This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
2. This form is used to advise potential applicants of work environment issues prior to application.
3. Once an applicant has been selected for the position consideration should be given to their inclusion on the University’s Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/\_\_Health\_Surveillance\_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training\_and\_Development/OHS\_Training/index.asp
4. ‘Regular’ hazards identified below must be listed as ‘Essential’ in the Selection Criteria - see ‘ Employment Medical Procedures’ at http://info.anu.edu.au/Policies/\_DHR/Procedures/Employment\_Medical\_Procedures.asp

# Potential Hazards

|  |
| --- |
| 1. Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.
 |
| **TASK** | **regular** |  | **occasional** |  | **TASK** | **regular** |  | **occasional** |
| key boarding | [x]  |  | [ ]  |  | laboratory work | [ ]  |  | [ ]  |
| lifting, manual handling | [ ]  |  | [ ]  |  | work at heights | [ ]  |  | [ ]  |
| repetitive manual tasks | [ ]  |  | [ ]  |  | work in confined spaces | [ ]  |  | [ ]  |
| catering / food preparation | [ ]  |  | [ ]  |  | noise / vibration | [ ]  |  | [ ]  |
| fieldwork & travel | [ ]  |  | [ ]  |  | electricity | [ ]  |  | [ ]  |
| driving a vehicle | [ ]  |  | [ ]  |  |  |  |  |  |
| **NON-IONIZING RADIATION** |  |  |  |  | **IONIZING RADIATION** |  |  |  |
| solar | [ ]  |  | [ ]  |  | gamma, x-rays | [ ]  |  | [ ]  |
| ultraviolet | [ ]  |  | [ ]  |  | beta particles | [ ]  |  | [ ]  |
| infra red | [ ]  |  | [ ]  |  | nuclear particles | [ ]  |  | [ ]  |
| laser | [ ]  |  | [ ]  |  |  |  |  |  |
| radio frequency | [ ]  |  | [ ]  |  |  |  |  |  |
| **CHEMICALS** |  |  |  |  | **BIOLOGICAL MATERIALS** |  |  |  |
| hazardous substances | [ ]  |  | [ ]  |  | microbiological materials | [ ]  |  | [ ]  |
| allergens | [ ]  |  | [ ]  |  | potential biological allergens | [ ]  |  | [ ]  |
| cytotoxics | [ ]  |  | [ ]  |  | laboratory animals or insects | [ ]  |  | [ ]  |
| mutagens/teratogens/carcinogens | [ ]  |  | [ ]  |  | clinical specimens, including blood | [ ]  |  | [ ]  |
| pesticides / herbicides | [ ]  |  | [ ]  |  | genetically-manipulated specimens | [ ]  |  | [ ]  |
|  |  |  |  |  | immunisations | [ ]  |  | [ ]  |
| **OTHER POTENTIAL HAZARDS (please specify):** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Supervisor’s Signature:**  |  | **Print Name:** |  | **Date:** |  |