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|  | Position Description |

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| **College/Division:** | CASS |
| **Faculty/School/Centre:**  | RSHA |
| **Department/Unit:**  | School of Music |
| **Position Title:**  | School Manager |
| **Classification:** | **ANUO8** |
| **Position No:** |  |
| **Responsible to:** | Head of School |

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| **PURPOSE STATEMENT:**The School Manager provides high-level advice and executive support to the School’s Executive Team. 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 reports to the Head of School and manages the administration team. The School Manager, Head of School and Deputy Head of School also constitute the School’s executive committee. The Manager works closely with the Executive and all School convenors and committee chairs to ensure the effective functioning of all aspects of the educational and operational life of the School. The Manager is 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. The School Manager is a member of the College Senior Administrative Network and supports the leadership of the College General Manager to ensure consistent direction and practices in administration across the College.**Role Statement:**Under broad direction, the School Manager will:1. Provide high level assistance and administrative support to the Director, 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. Work closely with the Finance team on 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. Manage the School’s program of visiting artists, including development of contracts, marketing, resource allocation, and visa implications.
6. Manage and determine allocation of the School’s assets including instrument collections, Keyboard Institute, buildings and resources, recording studio, teaching and office spaces.
7. 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, contributions to the annual report and outreach materials.
8. Develop a close working relationship with the College Administration Group to achieve efficiencies and streamlining of procedures, and represent the School on College-wide committees as required. Maximise opportunities for external funding for the School and manage the research outcome data collection, in liaison with the College Research Office.
9. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.  |

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| **SELECTION CRITERIA:**1. Progress towards relevant postgraduate qualifications and demonstrated management experience in a complex administrative environment. Professional training will be highly regarded, as will experience in higher education. Relevant postgraduate qualifications and/or a background in the music industry are desirable.
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 oral and 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 and experience using Visio for complex business diagrams will 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.
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| **Supervisor Signature:** | /Users/u4932404/Desktop/Ken dig sig.pdf | **Date:** | 2/01/2018 |
| **Printed Name:** | Prof Kenneth Lampl | **Uni ID:** | U1026614 |

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| **References:** |
| [Academic Minimum Standards](https://services.anu.edu.au/human-resources/enterprise-agreement/schedule-4-minimum-standards-for-academic-levels-msal) |