



**Australian  
National  
University**

## Position Description

<b>College/Division:</b>	ANU College of Asia and the Pacific
<b>Faculty/School/Centre:</b>	Crawford School of Public Policy
<b>Position Title:</b>	School Manager
<b>Classification:</b>	SM2
<b>Position No:</b>	26191
<b>Responsible to:</b>	School Director with a dotted reporting line to College General Manager
<b>Number of positions that report to this role:</b>	4 x SM1 positions, 2 x ANUO8 positions
<b>Delegation(s) Assigned:</b>	D5, Admin Manager

### PURPOSE STATEMENT:

The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, education and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.

Crawford School of Public Policy is located within the ANU College of Asia and the Pacific and is the public policy school at the Australian National University. The School's approach to public policy draws upon disciplinary excellence in the core areas of economics, government, environment and development, and also deep geographical knowledge of Asia and the Pacific, including Australia.

The School Manager of Crawford School of Public Policy is responsible for providing strategic advice and direction in relation to School activities to the Director and other senior staff, along with providing high-level support, operational management and planning within the School. The School Manager also provides strategic leadership over the School's major international and national recruitment, extensive marketing and communications activities, and effective engagement with external stakeholders, while contributing significantly to College and University level planning. As Australia's leading public policy school, a significant portion of the Crawford School's Manager role includes the strategic management and planning of a diverse range of School operations and the planning, forecasting, delivery and communication of Crawford's research, teaching, outreach and funding activities, both internally and externally.

### Position Dimension & Relationships:

Under broad direction from the Director of the Crawford School, and with a responsive dotted reporting line to the College General Manager, the Crawford School Manager will be accountable for the achievement of both strategic and operational goals of the School, College and University. The School Manager is responsible for delivering a seamless administrative, strategic and planning role to the School, working in partnership with College Administration and, University Service Divisions. As a senior member of the Crawford School Management team, the School Manager will lead strategic and operational planning, service delivery and external relationships at the local level. As a senior member of the College Management team, the School Manager will also make a significant contribution to the College and University activities.

### Role Statement:

1. Provide authoritative high-level strategic advice, administrative leadership and operational support for the School Director and School Committees to ensure the School's strategic and operational plans are achieved, with a strong focus on (a) financial and human resource management, (b) international and national recruitment, (c) marketing and communications, and (d) effective oversight and delivery of a broad array of School services, ensuring operational excellence.
2. In conjunction with College Finance and Facilities Manager, and in line with the University's strategic goals, help plan and oversee: (a) a robust budget model for the School demonstrating long term planning and viability through changes to funding streams and sources; and (b) a high-quality asset and operational

management plan for the School that ensures the effective delivery of education, research and outreach services and reflects Crawford's role as Australia's leading public policy school.

3. Provide leadership, coordination, accountability and management across the School's finance, HR, recruitment, marketing, communications, and facilities operations, and leadership to all professional staff within the School, including a strong focus on professional staff career development, engaged performance management, career pathways, succession planning, and work health and safety, while modelling best practice in higher education service delivery.
4. In conjunction with the College and School Executive and partnering with relevant Service Divisions lead a coordinated approach to the collaboration with external partners and stakeholders in support of the ANU Strategic plan.
5. Manage the relationship and interface with, and the provision of services from, College Administration to the School. This includes accountability for local level oversight and professional leadership coordination of a diverse range of functions covering: student support services, student recruitment, scholarships, alumni relations, executive education, teaching and learning development, research project management, research reporting and research communications, budgeting processes and financial management, human resource management, IT service provision, marketing and communication activities, policy community engagement, infrastructure planning and support.
6. Lead administrative policy application in the School, devise strategies for the achievement of policy objectives, advise senior staff on University policy which has an impact on their area, and work closely with the School Director in monitoring and reviewing policy compliance in the School's operations.
7. Plan, forecast, deliver and communicate Crawford's research, teaching, outreach and funding activities, both internally and externally.
8. Work closely with the College General Manager to ensure the effective application and administration of University and College policy and practices in the School, and for the advancement of College strategic priorities in the School context.
9. Contribute to College and University-wide initiatives, policies and reviews to support the continuous improvement and advancement in the organisation's administrative practices.
10. Comply with all ANU policies and procedures, and in particular those relating work, health and safety and equal opportunity and undertake other duties as consistent with the classification of the position.

### SELECTION CRITERIA:

1. Extensive management experience in a comparable institution or environment including expertise in strategic planning, finance and HR planning and management, managing effective marketing and communications strategies, and expertise in the management of operations across a range of administrative functions. Relevant postgraduate qualifications will be considered favourably.
2. Demonstrated ability to lead a large and complex organisational unit, including a commitment to continuous improvement and demonstrated experience managing change effectively.
3. Excellent interpersonal, writing and communication skills, with considerable experience supervising staff at various levels, including senior professional staff.
4. Proven team-building skills including the ability to negotiate and build relationships with staff at all levels and students from varied international backgrounds and cultures, as well as with key external organisations and stakeholders
5. Considerable experience in the preparation of reports, policies and procedures with the ability to think analytically.
6. A demonstrated high level of achievement in relation to incorporation of EO principles into strategic planning and the capacity to accept devolved responsibility for achievement of equity and diversity strategies.

**Supervisor/Delegate Signature:**

**Date:**

Printed Name:

**Uni ID:**