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| **Position Description** |

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| **School Manager, Molecular Sciences** | |
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| **Position No:** | NEW [*My current position number is 50019875 but given that the new person will be starting before I finish, a new one will be needed*] |
| **College:**  **School:** | College of Science, Health and Engineering  School of Molecular Sciences |
| **Campus/Location:** | Melbourne, Bundoora |
| **Classification:** | Higher Education Officer Level 9 |
| **Employment Type:** | Continuing, Full-Time |
| **Position Supervisor :**  **Number:** | College General Manager  50095700 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

School of Molecular Sciences - <http://www.latrobe.edu.au/school-molecular-sciences>

**For enquiries only contact:**

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| **Position Description** |

**School Manager, Molecular Sciences**

**Position Summary**

The School Manager of Molecular Sciences is a role where no two days are the same and change and variety are constants. It is, at the same time, enormously rewarding and highly challenging. The role comes with high expectations and requires a person with high levels of energy, an optimistic outlook always and an openness to innovate. A typical day may involve:

* multiple meetings requiring engagement
* staff challenges requiring direction
* student enquiries requiring resolution
* budget management requiring authorisation
* many discussions with colleagues about issues
* many emails requiring responsiveness

The role has peers also in similar roles and there is a strong sense of collegiality amongst this group. It is a highly regarded and coveted position within the University and therefore requires the person filling the role to uphold its regard through demonstrating the highest professional behaviors together with consistent and effective delivery of outcomes.

The School of Molecular Sciences sits within the College of Science, Health and Engineering. The College has 9 Schools and 16 Departments across La Trobe’s multi-campus operations.

The School Manager reports to the College General Manager and works closely with the Head of School.

For the College the School Manager informs on the progress and activity of the school taking responsibility for the budget, business reporting and participation in College and University initiatives. The School Manager also performs a significant support role to the General Manager representing the College and University as required.

For the School, the School Manager is a member of the School Executive and leads the large integrated operational and business services. This includes supporting the School’s strategic and operational goals in teaching and learning, research, internationalisation and regional engagement.

### The School Manager makes a major contribution to policy implementation and continuous review and improvement of School and College systems and processes.

The bulk of activity for this role sits within the School.

**Key responsibilities:**

* Provide leadership in establishing clear directions for the achievement of School goals, develop and contribute to the development, implementation and monitoring of the School business/operational plans and ensure the objectives align with the College’s strategic direction.
* Develop strong, consultative and supportive relationships with managers, academic and professional staff at all levels.
* Provide high-level advice to the Head of School and senior staff on University, College and School policies and procedures.
* Lead and manage the School’s professional, administrative and technical staff to ensure effective, efficient, and customer focused support for the teaching and research activities of the School.
* Ensure effective human resources management of School professional/administrative staff (including overall responsibility for recruitment, selection, deployment, professional development and performance management).
* Working with the Head of School and Finance Manager, provide input into the development and management of the School budget, and assist with the development and implementation of strategies to address variances in revenue and expenditure performance.
* Monitor and report on School progress against the College Business Plan and other goals, targets and performance objectives in line with the University planning cycle (e.g. student demand and load targets).
* Manage a range of projects that support the strategic objectives of the School and College.
* Prepare high-level working papers, submissions and proposals that support informed decision-making; contribute to, and manage as directed, School and College submissions such as capital works, ICT development, space and resources bids.
* Participate in the Course and Load Planning process to ensure effective management of School course load planning
* Ensure effective and efficient use, maintenance and disposal of non-financial resources including physical assets and property, equipment and IT hardware and software, co-ordinating space planning and, where appropriate, equipment needs planning.
* Support and implement the College and School’s organisational reform initiatives by continuous review and improvement in the delivery of core business services.
* Ensure University initiatives, policies and frameworks are implemented effectively within the school in compliance with University governance protocols.
* Other duties as required by the College General Manager or the Head of School.

**To be successful in this role you will need:**

* Excellent interpersonal relationship skills as you will be working with people across the University. You will need to be able to establish and maintain positive relationships at all times.
* A high work ethic and demonstrated ability to manage and deliver on a large number of concurrent tasks each with deadlines.
* Experience managing teams, building a strong collaborative culture and ensuring accountability.
* Financial literacy including the ability to advise, manage, and report on budgets, and to be innovative regarding resource management and cost containment.
* Excellent verbal, non-verbal and written communication skills.
* Relevant experience working within a large complex organisation and demonstrated ability to develop networks, negotiate and influence across a broad range of stakeholders including executives, academics, researchers, administration staff and external bodies.
* Resilience with capacity to effectively lead and manage a critical business unit under dynamic conditions of significant and ongoing change.

**It would be great if you had:**

* A background in a science related area with experience relevant to the role, combined with the ability to relate to science teaching and research staff.
* A sound knowledge of the tertiary education sector.
* A sound knowledge of University academic policies and procedures

For Human Resources Use only

Initials: Date: