



## POSITION DESCRIPTION

School of Culture and Communication  
Faculty of Arts

### School Manager – Culture and Communication

POSITION NO	0033713
CLASSIFICATION	PSC 8
SALARY	\$99,199 - \$107,370 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Professor Jennifer Milam Tel +61 8344 8639 Email <a href="mailto:jennifer.milam@unimelb.edu.au">jennifer.milam@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The School of Culture and Communication is one of the largest and most diverse Schools in the Faculty of Arts, including 9 academic disciplines (Art History and Curatorship, Arts and Cultural Management, Australian Indigenous Studies, Creative Writing, English and Theatre Studies, Journalism, Media and Communications, Publishing and Communications, and Screen and Cultural Studies). The School teaches into 7 majors for the Bachelor of Arts, offers 8 masters by coursework programs, and multiple RHD programs. The School is also a rich research environment with a strong engagement profile.

The School Manager is accountable for the provision of high level strategic planning and management of School operations, including management a core team of professional staff. As a member of School Executive, the incumbent is required to work collaboratively with the Head of School and all members of the management team to ensure that the School achieves its strategic objectives.

The School Manager ensures the effective delivery of all administrative and operational requirements of the school, including; financial planning and administration, human resource management, operations, and resources management, including space and the production of key reports. The role develops and maintains effective relationships with Faculty-based functions that deliver services and support to the School in the areas of Academic Support, External Relations, Research, Strategy and Planning and Employee Services.

The School Manager has operational accountability to the Head of School and forms part of a larger network of professional managers led by the Faculty Executive Director.

## ***1. Key Responsibilities***

### **1.1 MANAGEMENT**

Under the broad direction of the Head of School, whilst working with a considerable degree of autonomy, the School Manager is expected delivery of all administrative and operation tasks. This includes responsibility for:

- ▶ Facilitating collaboration and teamwork;
- ▶ Ensuring a commitment to the delivery of quality service to clients, with the overall aim of continually seeking to improve the standard of service;
- ▶ Managing the provision of executive support to the Head of School and School governing committees;
- ▶ Supporting the School Executive, including membership and coordination of the Executive Committee and other School Committees;
- ▶ Overseeing compliance and quality assurance management in line with requirements under the University's risk management framework, including OHS legislation, statutes, regulations and policies.

### **1.2 FINANCIAL AND RESOURCE MANAGEMENT**

The School Manager is responsible for:

- ▶ Providing advice on the financial status of the School to the Head of School and Faculty Executive Director;
- ▶ Monitoring expenditure and performance against budget;

- ▶ Local resources management, including procurement activities, iExpenses, infrastructure requirements, local staff recruitment management and day-to-day non-salary expenditure oversight;
- ▶ Developing local policies and guidelines as appropriate, and managing local School internal grant schemes;
- ▶ Leading and managing School-based projects.

### 1.3 HUMAN RESOURCE MANAGEMENT

The School Manager is responsible for:

- ▶ Ensuring that Human Resource Management practices are observed within the School and that procedures are compliant with University Policy;
- ▶ In support of the Head of School, coordinating the annual Academic PDF process and workload model administration;
- ▶ Accountability for leadership, supervision and professional development of professional staff in the School;
- ▶ School planning and budget development, including local workforce planning in support of the Head of School and in partnership with the Strategy, Planning and Resources and Employee Services teams;
- ▶ Coordinating the Visitor and Honorary appointment process at the local level ▶ Coordinating local induction for new staff;
- ▶ Oversight of casual/sessional contracts in partnership with the Academic Programs team, and monitoring of expenditure.

### 1.4 RESEARCH AND TEACHING

The School Manager is responsible for:

- ▶ Ensuring that the teaching and research needs of the School are being met through close collaboration with the Faculty's Academic Support Office and Research Office.

### 1.5 EXTERNAL RELATIONS AND MARKETING

The School Manager is responsible for:

- ▶ Managing relationships with service providers from Faculty and University Services, including Finance and Employee Services and Infrastructure Services;
- ▶ The oversight and management of local School events;
- ▶ Ensuring that the School website and other channels of communication promote the School and demonstrate best practice.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ Postgraduate tertiary qualification or an equivalent combination of significant relevant experience and/or education/training;
- ▶ Demonstrated ability to lead the strategic planning processes within a complex organisation;

- ▶ Demonstrated ability to effectively lead, motivate and supervise a team of staff across varying functions and levels;
- ▶ Demonstrated ability manage change processes in a dynamic environment, and the ability to influence and negotiate with stakeholders at senior levels of an organisation;
- ▶ Extensive experience in the effective management of financial and budgetary operations within the tertiary sector, or complex organisation;
- ▶ Demonstrated ability to implement new policies, procedures, and initiatives;
- ▶ Demonstrated ability to exercise judgement and deal discreetly and effectively with students and academic and administrative staff at all levels;
- ▶ Excellent oral and written communication skills.

## 2.2 DESIRABLE

- ▶ Understanding of the casual academic workforce and allocation of sessional staff;
- ▶ Knowledge of Themis, OBIEE, Student One and other University systems.

## 3. Job Complexity, Skills, Knowledge

### 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The School Manager is expected to work with a considerable degree of autonomy, receiving broad direction from the Head of School and the Faculty Executive Director as required. The position requires a high level of organisational, management and supervision skills essential for the efficient supervision of staff. The role will be required to build effective internal relationships and teams.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

The School Manager is expected to provide operational support and advice to the School, in particular the Head of School and the Executive, and is required to exercise well-developed analytical, investigative and reporting skills to achieve expected objectives.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The School Manager is required to have detailed knowledge of the organisational structure, objectives, policies and procedures of the School and the University in general. Knowledge of the University's corporate structures and systems (e.g. Themis Finance, Themis HR, Agreements, etc.) is essential along with an:

- ▶ Understanding of, and ability to support, the academic governance of a School;
- ▶ Understanding of the academic context and principles of Faculty workload and PDF models;
- ▶ Understanding of casual academic workforce and allocation of sessional staff;
- ▶ Ability to manage staff and work within a matrix model.

### 3.4 RESOURCE MANAGEMENT

The School Manager is directly responsible for the supervision of all professional staff in the School and the deployment of those staffing resources. The School Manager is also responsible for budgets being correctly managed and not exceeded.

### 3.5 BREADTH OF THE POSITION

The School Manager is expected to demonstrate the capacity to conceptualise and implement professional, management, or administrative policies at the School level. They are also expected to manage the School's resources efficiently. The role requires interaction with staff at all levels in Faculty, School, and University administration and for these reasons, the incumbent will work collaboratively with colleagues across Schools and the Faculty to ensure the successful delivery of School and Faculty-wide projects as required.

## 4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

## 5. *Occupational Health and Safety (OHS)*

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## 6. Other Information

### 6.1 ORGANISATION UNIT

<http://arts.unimelb.edu.au/culture-communication>

The School of Culture and Communication is a thriving research centre for critical thinking in the humanities. This agenda is led by world-leading scholars whose fields of research include literary and cultural studies, art history, cinema and performance, media and communication and Australian Indigenous studies. The School is also host to a range of funded research concentrations, such as the ARC Centre of Excellence for the History of Emotions, the Australian Centre, the Centre for Advancing Journalism and the Research Unit in Public Cultures. More broadly, our academics publish, speak and blog on topics as diverse as romanticism, poetry, Asian popular culture, digital media, climate change, network societies, gender and sexuality, racism, cosmopolitanism, and contemporary arts.

One of the largest Schools in the Faculty of Arts, we contribute exciting majors and subjects to the Bachelor of Arts, as well as offering unique Masters level courses that lead towards professional vocations in publishing, writing, museums and galleries, other arts and media institutions. Our extensive doctoral program includes coursework, as well as many opportunities to participate in reading groups, seminars, conferences and other events that augment the intellectual values of the School.

Our School considers the public life of the humanities an enduring tradition that enriches contemporary society, and we have many community and industry partnerships through which we engage with a wider audience. Explore the School website to discover more about our courses, research programs, graduate seminars, and cultural events.

### 6.2 BUDGET DIVISION

[arts.unimelb.edu.au](http://arts.unimelb.edu.au)

The Faculty of Arts is at the forefront of teaching and research in the languages, humanities and social sciences fields in Australia and in many cases internationally. Founded in 1853, it is one of Australia's oldest and largest faculties with approximately 400 staff and 7000 students - 6000 undergraduates and 1000 postgraduates – engaged in over 900 subjects in more than 40 areas of study. Over 600 international students from more than 50 different countries representing five continents are currently studying towards degrees offered in the Faculty.

As Australia's premier Arts faculty, it aims to provide an exciting, high-quality intellectual environment that will attract the best students and staff across a wide range of disciplines.

The Faculty of Arts maintains strong connections with leading international universities through research collaborations and student exchange programs, and nurtures relationships with government, not-for-profit and private organisations through student internship placements, research projects and community engagement.

As well as housing the Graduate School of Humanities and Social Sciences, the Faculty of Arts also comprises five academic schools:

- ▶ Asia Institute
- ▶ School of Culture and Communication
- ▶ School of Historical and Philosophical Studies
- ▶ School of Languages and Linguistics
- ▶ School of Social and Political Sciences

Our students and staff are supported by business units within the Faculty including:

- ▶ The Office of the Dean and Faculty Executive Director
- ▶ The Academic Support Office
- ▶ The Strategy, Planning and Resources Unit
- ▶ The External Relations Unit
- ▶ The Research Office
- ▶ The Human Resources Office

For more information on the Faculty please see <http://arts.unimelb.edu.au/>

### 6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

### 6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world,

working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>