School Manager

Faculty/Division	School of Business, UNSW Canberra (ADFA)
Position Level	Level 8
Position number	00030453
Original updated	13 June 2024

Position Summary

A **School Manager** plays a key role within UNSW Canberra, providing operational leadership and effective management of the School of Business.

The role is essential to advance, develop, evaluate and maintain teaching and research strategies that align with UNSW Canberra's mission to provide strategic and operational management advice to the Head of School on the full range of School activities and performance.

The School Manager is a member of the School Executive Committee, a member of the Head of School Advisory Board, the School Board, and the College's operational committees.

The School Manager reports to the Head of School and has four direct reports. The role has a dotted line of accountability to the Deputy Faculty Executive Director (DFED), for developing and fostering a Faculty-wide professional ethos and approach to planning, policy and systems implementation that aligns with the Faculty and University directions and compliance requirements.

Accountabilities

Specific accountabilities for this role include:

- Work with the Head of School and other key stakeholders to develop, implement and evaluate teaching and research strategies that align with the Faculty's mission.

- Provide strategic management and operational advice to the Head of School and School Executive team on a broad range of operational activities including finance, HR, physical resources, research governance, communication, and other initiatives that support achievement of the strategic and operational goals of the School.

- Lead and manage the School's professional staff:

  - Identify and support opportunities for staff to participate in activities that enhance collaboration and the achievement of UNSW Canberra objectives.

  - Support ongoing performance of the Team through career conversations.

- Work with the DFED to pro-actively assess the School's operational work practices to identify and support process improvements that best support the achievement of Faculty/School operational plans and effectively manage associated change in the local environment.

- Monitor all School business and leverage relationships with Faculty administrative units and other School Managers to ensure the operational effectiveness and compliance of administrative functions with University policy and procedures.

- Consult with academic staff on matters of academic administration and processes, assisting in providing School responses on matters as required.

- Apply a thorough knowledge of University wide policies, or the external environment (eg government legislation, guidelines, and requirements), or diverse research and teaching activities. To have substantial influence on policy development or management of programs.

- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#)

- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

Skills and Experience

- Relevant degree and extensive experience or an equivalent combination of education, training and experience.

- Competent conceptual and analytical skills with a demonstrated capacity to apply them in a range of professional functions.

- Demonstrated experience in financial planning and management and proven ability to interpret financial data to provide high quality advice.

- Strong consultation, influencing and negotiation skills with demonstrated analytical and problem-solving skills.

- Proven skills and experience in resource planning, goal setting and project management.

- Demonstrated experience in business improvement activities or leading change processes.

- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.

- Experience working with a range of computer systems and applications.

Pre-employment checks required for this position

- Verification of qualifications
- Criminal History Check
- Identification Check
- Australian Work Rights Check

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.