



**Australian  
National  
University**

## Position Description

<b>College/Division:</b>	College of Science
<b>Faculty/School/Centre:</b>	Research School of Astronomy and Astrophysics
<b>Department/Unit:</b>	School Administration
<b>Position Title:</b>	School Manager
<b>Classification:</b>	Senior Manager 1 (Administration)
<b>Position No:</b>	TBC
<b>Responsible to:</b>	School Director, RSAA
<b>Number of positions that report to this role:</b>	
<b>Delegation(s) Assigned:</b>	

### PURPOSE STATEMENT:

The School Manager provides high-level advice and executive support to the School's Director and executive team. The School Manager is responsible for the development and implementation of strategic plans, maximising the School's performance in terms of staff and students, finances, and operations. The School Manager also supports the College General Manager in establishing a common College culture and approach to administration.

### Position Dimension & Relationships:

The School Manager leads and manages the School's administration team, being responsible for the provision of strategic advice and the management of all administrative processes including: general and student administration, human resources and financial support to the staff, students and visitors of the School, and working in partnership with colleagues in College functional areas. The School Manager is a member of the College Senior Administrative Network and supports the College General Manager in ensuring consistent direction and practices in administration across the College.

### Role Statement:

Under broad direction, the School Manager will:

- Provide strategic support to the School Director and play a key role in the School's Executive Committee, including the development, implementation and monitoring of strategic and operational plans and data collection, analysis and reporting, producing strategic reports and briefing papers on key issues, and leading local consultation processes where needed.
- Work closely with the College Finance team on financial management and planning including: budgeting, monitoring expenditure and resource allocation, analysing School requirements and strategic priorities.
- Lead and manage the School's administrative team, including coaching, mentoring, skill and career development, giving feedback on performance and performance management where required.
- Provide strategic 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.
- Play a leadership role in identifying and realising new development and promotional opportunities to support the School's strategic objectives and promote the School's interests and linkages with the University and external agencies, working closely with the College Marketing team to develop and implement appropriate promotional strategies, including on new media.
- Play a key role in College-wide planning, policies and activities 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
- 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.

**SELECTION CRITERIA:**

- Relevant postgraduate qualifications and demonstrated extensive management experience and expertise in a complex administrative environment or an equivalent combination of relevant experience and qualifications. Professional training will be highly regarded, as will experience in an education environment.
- Proven extensive experience providing strategic advice to senior management, including drafting and implementing policies, procedures and strategic plans and reporting on strategic initiatives.
- Demonstrated high-level analytical, problem-solving and decision-making skills, and experience retrieving and analysing data from multiple sources, assessing and/or forecasting the impact of various initiatives.
- Demonstrated people management 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.
- High level of interpersonal, liaison and negotiation skills, with demonstrated effective communication skills and experience producing executive reports and briefs and leading consultation processes on complex, cross-departmental issues.
- Demonstrated computer skills, with experience using online data management platforms and proficiency using the MS Office suite, including high-level skills in Excel.
- A demonstrated high level of understanding of equal opportunity principles and occupational health and safety in the workplace, and a commitment to the application of these principles in a university context.

*The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.*

<b>Supervisor/Delegate Signature:</b>		<b>Date:</b>	20 Jan 2022
Printed Name:	Professor Matthew Colless	<b>Uni ID:</b>	

**References:**[General Staff Classification Descriptors](#)[Academic Minimum Standards](#)



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# Pre-Employment Work Environment Report

## Position Details

College/Div/Centre	College of Science	Dept/School/Section	RSAA
Position Title	School Manager	Classification	SM 1 (Administration)
Position No.		Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

<ul style="list-style-type: none"> <li>Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>			
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Organizing events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>NON-IONIZING RADIATION</b>			
solar	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
infra red	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
laser	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>CHEMICALS</b>			
hazardous substances	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
allergens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
mutagens/teratogens/	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
carcinogens			
pesticides / herbicides	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	
laboratory work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
work at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
work in confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
noise / vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
electricity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>IONIZING RADIATION</b>			
gamma, x-rays	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
beta particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
nuclear particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>BIOLOGICAL MATERIALS</b>			
microbiological materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
potential biological allergens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
laboratory animals or insects	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
clinical specimens, including blood	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
genetically-manipulated specimens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
immunisations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>OTHER POTENTIAL HAZARDS (please specify):</b>			
Supervisor/Delegate Name:		Professor Matthew Colless	Date: 20 Jan 2022