



POSITION DESCRIPTION

Melbourne Dental School
Faculty of Medicine, Dentistry and Health Sciences

School Manager

POSITION NO	0043572
CLASSIFICATION	SM1
SALARY	An attractive remuneration package will be negotiated
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing position
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Talent Acquisition Team mdhstalent-acquisition@unimelb.edu.au <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

Position Summary

The Manager, Melbourne Dental School, Faculty of Medicine, Dentistry and Health Sciences reports directly to the Head of School with a professional responsibility to the Faculty's Chief Operating Officer. The School Manager is the most senior member of professional staff within MDS and is a member of the School's Senior Management Committee as well as an active member of and contributor to various Faculty and University committees.

The School Manager works closely with the Head of School, as well as key senior Faculty and University staff, to build strong relationships with internal and external stakeholders to identify new business and source funding opportunities that support and further the School's strategic goals and objectives. The School Manager is responsible for the provision of effective leadership, clear direction and management practices to ensure efficient and effective operational processes and systems are in place to provide cost effective service delivery outcomes.

The School Manager works closely with the Head of School in identifying, initiating and implementing change management initiatives which support the School, the Faculty and the University to meet goals and objectives. Change management initiatives may include the management of change processes, implementation of a School strategic project and the successful integration of professional services, delivery of comprehensive administrative support services, and the maintenance and development of stakeholder relationships.

Developing, leading and managing a team of professional staff to deliver a range of services that support and guide academic staff is a key function of the role. The incumbent will ensure excellent and ongoing, proactive communication across the School to initiate recommendations for new business systems and service delivery processes in support of the goals and objectives of the School, the Faculty and the University.

The School Manager, in partnership with the Head of School, School Senior Management team and Faculty Chief Operating Officer, is responsible for the development of short and longer term strategic business plans, workforce planning and stakeholder relations which ensure the School achieves levels of excellence in education, research and community service.

The School Manager has oversight of the School's resource management across a broad range of portfolios including finance and infrastructure, human resources and information technology.

The School Manager and the Head of School work together to form a strategic business partnership and ensure regular and ongoing communication with the Faculty Chief Operating Officer. The incumbent will also work as part of a network school Managers, to ensure consistency of service and implementation of best practice services.

The School Manager will have a strong background in educational and / or healthcare business improvement and management. The person will have a proven track record of management and leadership skills, including change management and the ability to drive operational change and execute strategic plans along with excellent interpersonal and communication skills. The ability to model, embed and articulate values in a team context is essential.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

1. Key Responsibilities

- ▶ Lead the School, in concert and partnership with the Head of School and School senior management team, as well as planning and forecasting future growth in the School and change management initiatives.
- ▶ Act as the lead for business development, planning, financial and strategic frameworks on behalf of the Head of MDS and the School Senior Management team, in order to ensure collaborative and transparent planning structures which aim to meet the vision, goals and objectives of MDS, the Faculty and the University.

Lead the resolution of space management issues of the School, in partnership with the Head of School and School Executive, as well as planning and forecasting future growth in the School and change management initiatives.

Lead the creation and implementation of change management strategies and plans that maximise staff performance, improve organisational structures and frameworks and minimise resistance by evaluating the change impact and organisational readiness to limit potential risk and supporting staff training and communication as part of change management.

- ▶ Support the Head of School in achieving Key Performance Indicators, including implementing the School's research, teaching, international and engagement strategy, and the Faculty Strategic Plan.
- ▶ Ensure that the School delivers its agenda and operational objectives effectively and efficiently in the area of business requirements and statutory obligations and compliance and policy frameworks.
- ▶ As appropriate, and in consultation with the Head of School, participate in negotiations around new contracts and funding arrangements.
- ▶ Identify and manage business improvement projects, which seek to foster efficiencies and ensure the School is in line with contemporary business practice.
- ▶ Provide effective leadership, management, coaching and policy guidance and advice for MDS professional staff engaged in the provision of corporate support to the School.
- ▶ Play an active role on the School's Executive.

These responsibilities involve responsibilities in the following areas:

1.1 BUSINESS DEVELOPMENT

- ▶ Develop business proposals for funding and work with colleagues across the University in promoting the growth and financial viability of the School.
- ▶ The Manager supports the Head of School in enhancing relationships with government entities, hospitals and other health services, research institutes and professional bodies. These relationships are critical to the ongoing development and growth of the School's teaching and research activities.
- ▶ Assist to identify, develop and coordinate promotional and/or recruitment activities such as career events, open days and community seminars in conjunction with key School, Faculty and University staff members.

1.2 OPERATIONS MANAGEMENT

Oversee and ensure effective management of the School's critical infrastructure needs including teaching and learning environments, IT and research platforms. Provide advice and advocacy to ensure the infrastructure needs of the School are met.

- ▶ Support and advise the Head of School in relation to compliance issues.
 - ▶ Coordinate and manage the School's various business planning processes.
 - ▶ Develop briefing documents relating to reporting and identification of key trends and issues affecting the School for the School Executive.
- Develop and implement the business services required in the School, including workforce planning.

1.3 FINANCIAL

- ▶ In consultation with the Head of School, work with Faculty Services to provide effective leadership and management of the School's financial position.
- ▶ Ensure policy compliance and effective dissemination of relevant policy and compliance communication across the School.
- ▶ Oversight of the School's budget.

1.4 HUMAN RESOURCES

- ▶ Effective human resource management of the School's professional staff including: workforce planning; performance management and development plans; recruitment and selection strategies and management.
- ▶ Lead and implement the ongoing evaluation and review of the School's organisational structures, systems and processes and recommendation of strategies that ensure the School's financial and service delivery objectives are met.
- ▶ Ensure training and policy compliance.

1.5 OCCUPATIONAL HEALTH AND SAFETY AND EHS

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A tertiary qualification in management or business administration, or other comparable qualification, plus extensive experience in a similar role at senior level in a large and complex organisation.
- ▶ Demonstrated ability to develop and implement strategic and operational plans and business process and systems improvement, to ensure the delivery of programs and services on time and enhance service delivery outcomes
- ▶ Proven ability to exercise autonomous judgment, initiative and highly developed problem solving skills, to develop and implement policy and formulate, develop and implement innovative ideas and solutions.
- ▶ Strong and demonstrated experience leading human resource, financial management and administrative support functions

- ▶ Demonstrated experience with initiating, socialising and managing change processes successfully and high level stakeholder engagement and development of business partnerships
- ▶ Evidence of outstanding management and leadership skills, with demonstrated ability to foster a collaborative and cooperative work environment lead a multidisciplinary team, coach and mentor team members, assess staff performance and attract and retain talented professionals
- ▶ Proven ability to develop strong relationships and engage with, collaborate consult and negotiate with a broad group of internal and external stakeholders at all levels, from senior executives to undergraduate students

2.2 DESIRABLE

- ▶ Knowledge of and experience in the tertiary education sector.
- ▶ Understanding of the discipline and profession of oral health.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Manager operates within a broad framework defined by the University, the School's strategic plan and long term goals and by the Head of School, advised by its various committees. Within this framework the incumbent is expected to resolve problems related to the running of the School, and to initiate action that will benefit the School. The occupant has the autonomy to make assessments and decisions related to a diverse range of people and activities within the School. The appointee manages the corporate, technical and administrative support areas within the School. The Manager also contributes to broader Faculty activities via the Faculty Chief Operating Officer (COO). The Head of School has ultimate responsibility for the financial and capital resources of the School, however, the Manager is expected to make independent decisions regarding the deployment of the resources for which they are accountable and for developing recommendations for the Head of School for consideration and implementation. The Manager plays a pivotal role in strategic planning, program evaluation and resources management. This requires an understanding of the School's role in a broader faculty and university context as well as the critical connection with Dental Health Services Victoria (DHSV) and Melbourne Teaching Health Clinics (MTHC) and an ability to communicate specialist and complex information and interpret the scientific context in which the School operates. The Manager is also expected to identify, evaluate and present practical alternative solutions to a range of problems in financial, human, and other resource areas.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Manager is expected to make good decisions based on quality information and be able to develop alternative courses of action if required. The Manager needs to demonstrate initiative and sound judgment and a sound understanding of both the intra- and extramural environments in making decisions that require action and the commitment of resources without referral to the Head of School. The Manager must be able to perceive and understand the impact and the implications of decisions on other areas of the University and to identify those decisions that are better made after consultation and careful deliberation.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Manager has a broad knowledge base with regard to the School, the wider University environment, the research sector, external funding bodies and Higher Education and Health Services sector in general. He/she will also establish quickly a sound understanding of the strategic imperatives of the University, and the scope and nature of the role. The Manager distils information from all these sources and provides input to the Head and other senior academics on possible trends or issues which may impact on the School and its functions.

3.4 RESOURCE MANAGEMENT

The Manager must have proven and extensive experience and a high level of skill in planning and managing resources: financial, human resources, space and equipment. The position has responsibility for the School meeting its operating budget targets.

3.5 BREADTH OF THE POSITION

The position acts across a range of complex policy and operational issues associated with the administration and management of the School's teaching, including clinical and pre-clinical, and research activities. The Manager also represents the School with external organisations, including Dental Health Services Victoria (DHSV) and Royal Dental Hospital of Melbourne (RDHM) and builds relationships with external funding bodies and potential funding bodies as part of the School's strategic direction. The Manager must interpret policy, provide high quality advice, manage projects and strategic initiatives, coordinate the effective delivery of support services, provide leadership to the professional staff and support and advice to the Head of School. The Manager is expected to maintain close contact with the Faculty's Chief Operating Officer, Faculty administrative staff and other senior managers in the Faculty.

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 service 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:

<https://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 MELBOURNE DENTAL SCHOOL

<http://www.dent.unimelb.edu.au/>

The Melbourne Dental School has a strong tradition in dental research and an established international reputation in several research areas. Research in the School is an integral component of staff and student activities underpinning both the undergraduate and graduate curricula. The major research activities of the school are conducted via three Divisions and four major research groups, which range translational biomedical science to clinical studies, pedagogical research. The Head of School joined the University of Melbourne in 2020 and is leading a programme of change within the School focusing on strategic reviews of education, research and organisational structure, known as MDS'25.

6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention,

Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

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 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes: place, community, education, discovery and global.

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 <https://about.unimelb.edu.au/strategy/governance>