

**Position Title:** Centre Manager

**Position Classification:** Level 9

**Position Number:** 313362

**Faculty/Office: UWA Business School**

**School/Division: Centre for Social Impact**

**Supervisor Title:** Director, Centre for Social Impact

**Supervisor Position Number:** 309098

**About the University**

The University of Western Australia has an international reputation for excellence and enterprise and has been rated as one of the best comprehensive universities in Australia. It is one of the country’s leading research institutions as demonstrated by our Nobel Laureate and is the only WA member of the prestigious “Group of Eight” research universities.

**Vision and Values**

The University of Western Australia vision is achieving international excellence.

Its core values underpinning our activities are a commitment to:

A high performance culture designed to achieve international excellence

Academic freedom to encourage staff and students to engage in the open exchange of ideas and thought

Continuous improvement through self-examination and external review

Fostering the values of openness, honesty, tolerance, fairness, trust and responsibility in social, moral and academic matters

Transparency in decision making and accountability

Equity and merit as the fundamental principles for the achievement of the full potential of all staff and students

All staff are expected to comply with the Code of Ethics and the University’s Code of Conduct and demonstrate a commitment to its Equity and Diversity and Safety principles and the General Capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/publications/code_of_ethics>, <http://www.equity.uwa.edu.au> and <http://www.safety.uwa.edu.au/policies>. All Staff are to complete a Professional Development Review Annually. Details of the University policies on Professional Development Review can be accessed at

<http://www.hr.uwa.edu.au/policy/toc/performance_management_of_staff/professional_development_review>

A Commencing Professional Development Review should be completed within six months of commencement please discuss with your supervisor who is responsible for undertaking the review.

**Your work area**

The UWA Centre for Social Impact is located in the Business School at the University of Western Australia and is part of a national Centre for Social Impact (CSI) network. The mission of the CSI is to create beneficial social impact in Australia through teaching, research, measurement and the promotion of public debate. As a Centre of the Business School, the UWA Centre for Social Impact seeks to advance the welfare and prosperity of the people through excellence in business education and research.

**Organisation chart**

**Your role**

The role of the Centre Manager is to work with the Director to develop strategy and operational plans for the Centre and manage implementation.

The Centre Manager will, under the broad direction of the Director, UWA Centre for Social Impact, maintain existing research, industry and public engagement relationships, and work proactively to identify and develop new funding, research and thought leadership partnerships locally, nationally and internationally.

In conjunction with the Director, the Centre Manager also manages relationships of the Centre in the Business School and across UWA and with the national Centre for Social Impact and other CSI Centres in Australia.

The Centre Manager will oversee the administrative and finance functions of the Centre.

**Key responsibilities**

* Maintain an awareness of social impact issues and work with the Director of the Centre for Social Impact to develop Centre strategy and Operational Plans, and manage implementation of the Operational Plan.
* Provide a business analysis of the Centre and work with the Director to set the financial direction of the Centre. Establish a process to review and evaluate progress.
* Develop and sustain new and existing relationships with key UWA Centre for Social Impact external stakeholders including with research and industry funders, UWA Centre for Social Impact student alumni, the CSI National, the CSI (WA) Advisory Council, the community sector, government and industry.
* Work with the Director to ensure research outcomes are delivered on schedule.
* Manage UWA Centre for Social Impact industry and public engagement contracts and events to successful conclusion.
* Working with relevant UWA Business School staff, manage Centre resources and oversee the day-to-day administration and financial operation of the Centre, including research project and events budgets.
* Other duties as directed.

**Your specific work capabilities (selection criteria)**

* Relevant degree qualification or demonstrated equivalent competency
* Substantial and extensive experience in business development in complex knowledge rich environments
* Outstanding stewardship and relationship development capabilities
* Excellent written and verbal communication skills and high level consultation and negotiation skills
* Demonstrated ability to determine long term planning and key strategic direction
* Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet, and email
* Capacity to collaborate with multi-disciplinary research, events and administrative teams
* Substantial financial administrative and project management skills and experience

**Special Requirements**

N/A

**Position Approvals**

*Approvals are now electronic No signature section needed*