



FACULTY GENERAL MANAGER

DEPARTMENT/UNIT	Faculty Office
FACULTY/DIVISION	Faculty of Engineering
CLASSIFICATION	Executive Manager
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Monash is full of thinkers and doers who are looking for their next challenge. So if you've forged a rewarding career so far, this role provides the perfect platform to join us. You'll have access to quality research facilities, infrastructure and teaching spaces to do exciting work, along with opportunities to collaborate internationally. You'll be part of a university that's made up of inspirational, challenging thinkers and doers – and continue doing work that makes a lasting impact. Discover more at www.monash.edu.

The **Faculty of Engineering** is one of the largest in Australia, renowned worldwide for the quality and calibre of our teaching, research and graduates. We offer a comprehensive range of undergraduate, graduate, postgraduate and higher degree by research programs in a wide range of engineering disciplines. Our multidisciplinary research activities provide a platform for establishing a thriving educational enterprise and our staff are committed to creating a dynamic learning environment. The research activities range from fundamental studies to research with a strong industry and applications orientation. With our focus on energy, infrastructure, defence, resources, food and agriculture, biomedical engineering, robotics and Artificial Intelligence; Monash Engineering contributes real technological solutions to the world's greatest challenges.

Our strong profile internationally includes campuses in Malaysia, India and China as well as worldwide partnerships to deliver 2+2 linkage programs, student exchange and international collaborative research. The Faculty fosters an inclusive, diverse, respectful, supportive, and inviting culture that promotes integrity, excellence, collaboration, engagement, collegiality, and creativity. Monash Engineering strongly encourages and supports its community of people to be passionate, purposeful and proud of their mission to solve humanity's greatest challenges.

To learn more about the Faculty of Engineering, [please visit our website](#).

POSITION PURPOSE

The Faculty General Manager supports and advises the Dean in the management of the Faculty of Engineering, including leading and directing faculty-wide administration, governance, resources management and business planning functions. The position is a senior strategic role with responsibility for the development and implementation of innovative Faculty-wide plans that are integral to the continued research and education success of the Faculty on the world stage.

The Faculty General Manager provides strategic leadership to key administrative portfolio areas encompassing: Student and Academic Services, Research Services, Operational Services, Finance and Resources, Marketing and Alumni Relations, and Industry Engagement. The role also includes oversight and leadership of the Faculty's Occupational Health and Safety, compliance and risk profiles.

Leading the major portfolio managers and working alongside the Deputy Dean and Associate Deans, this role is a core member of the Faculty Executive team.

Reporting Line: The position reports to the Dean, Faculty of Engineering under broad direction working with a considerable degree of autonomy

Supervisory Responsibilities: Directly responsible for the Faculty Office team of over 40 administrative staff, with 3 direct reports at a senior level

Financial Delegation: Yes, in accordance with the University delegation schedule

Budget Responsibilities: Yes, in line with Key Responsibilities

KEY RESPONSIBILITIES

1. Support the Dean in establishing and implementing faculty-level strategic direction and objectives as a key member of the Faculty Executive team
2. Lead, direct and take accountability for the operational management of the Faculty, including the provision of authoritative commercial, financial, governance, policy and resourcing advice in accordance with University strategic priorities, policy and procedure
3. Identify, lead and direct, or sponsor strategic development and improvement projects with faculty-wide impact, including Clayton campus development and change management processes to achieve acceptance and uptake of changes within the Faculty and the University
4. Identify and manage business development opportunities to attract leading talent, and support development of key faculty programs
5. Lead and manage the administrative functions and resources of the Faculty, including oversight of the operation and integration of administrative services and academic programs, the management of the Faculty's research infrastructure, and leadership of the senior faculty administrative team
6. Develop and maintain a strong understanding of the University's corporate objectives and associated strategies and plans to support and advise the Dean, the senior management team, and other committees on impact to the Faculty
7. Develop strong relationships with the Faculty Managers Group and senior staff across the University to effectively support the integration of faculty management at the University level
8. Establish and maintain effective networks across the University, particularly with functions responsible for student and staff services, human resources management, finance and information technology to ensure the best interests of the Faculty and compliance with university policies
9. Lead and direct a work environment of continuous review and improvement of business practices, operational processes and service provision
10. Collaborate with internal and external departments and centres to support their business strategies and resource management in response to changes. Foster and develop a strong planning capability in the Faculty
11. Accountability for the Faculty's VTAC and admissions processes, including selection of qualified students, to ensure the achievement of all Faculty student load targets and intake quality
12. Lead the development and preparation of faculty annual budgets and take accountability for delivering budget targets and developing financial management capability across the Faculty
13. Exercise strong budget management for the project(s) managed to a value of \$240 million

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Relevant postgraduate qualification and extensive experience at executive management level within a complex environment; or
 - extensive management experience and proven management expertise; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Outstanding planning skills and a demonstrated ability to establish and communicate a long-term strategic vision and manage large-scale resources in a large, complex organisation
3. Extensive executive management experience and leadership skills with proven ability to successfully manage diverse operations including student, corporate and business services in a higher education or similar environment
4. Superior leadership and management skills including financial acumen and a demonstrated ability to build effective high-performance teams
5. Outstanding interpersonal and communication skills with the ability to negotiate, consult, influence and build consensus at the highest levels
6. Exceptional project management skills, and a proven record of successfully managing and completing all aspects of large, complex and organisational-wide projects including implementation and change management
7. Exceptional analytical and conceptual skills with proven ability to adapt to new situations and develop creative solutions to complex strategic and operational issues
8. A well-developed understanding of organisational dynamics and change management methodologies, particularly in the higher education or similar sector
9. A strong understanding of leadership and communication dynamics, reflected through the proven application of successful strategies to inspire staff to achieve faculty goals
10. Significant business process improvement experience in a complex environment using systems for continuous process improvement such as Lean methods.

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working with Children Check is required

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.