

FACULTY GENERAL MANAGER

DEPARTMENT/UNIT	Faculty of Medicine, Nursing and Health Sciences Faculty Office
FACULTY/DIVISION	Faculty of Medicine, Nursing & Health Sciences
CLASSIFICATION	Executive Manager
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The **Faculty of Medicine, Nursing and Health Sciences**, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We've made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We're recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub. To learn more about the faculty, please visit www.monash.edu/medicine.

POSITION PURPOSE

The Faculty General Manager assists and advises the Executive Dean in the administration of the Faculty, by leading the development of policy and procedures in financial management and modelling, human resources, information technology, accommodation, strategic business planning, governance, occupational health and safety, and the administration of research and student matters.

The position manages the provision of all administrative services within the Faculty, which is complex in terms of its dispersed structure across multiple University campuses as well as its interactions with hospitals/health services and research institutes that house a large number of the Faculty's schools/departments and staff. The Faculty's Australian campuses include Clayton, Caulfield, Peninsula Gippsland and a number of other non-metropolitan sites. In addition, the Faculty has an international campus in Malaysia

Reporting Line: The position reports directly to the Executive Dean, Faculty of Medicine, Nursing and Health Sciences under broad direction working with a considerable degree of autonomy

Supervisory Responsibilities: The position is the most senior professional staff leader in the Faculty

Financial Delegation: The position has an authorised financial delegation of \$150k per annum

Budgetary Responsibilities: The position is responsible for managing a budget of approximately \$1 billion per annum

KEY RESPONSIBILITIES

1. Actively participate as a key member of the Faculty Executive, by contributing to strategic planning and taking a lead role in the management of the faculty and the achievement of University goals
2. Support the Executive Dean in ensuring faculty effort is focused and aligned to strategic objectives by providing authoritative financial, governance and resourcing advice
3. Lead and coordinate effective communication across the faculty to ensure a broad, deep and consistent understanding of key priorities and encourage diverse functions to operate collaboratively to deliver outcomes
4. Direct, co-ordinate and manage the operation of the faculty's complex administrative functions, including student load planning and selection, financial management and modelling, human resources, information technology, governance and OHS&E in accordance with University's policies, procedures and strategic directions
5. Identify and direct or sponsor strategic improvement/development projects which support high level faculty initiatives and deliver outcomes, and actively provide senior level change management advocacy to achieve acceptance of changes within the faculty and the University
6. Actively participate in high profile, large scale administrative reviews at a local and faculty-level, representing the Office of the Executive Dean, to ensure faculty objectives are well understood and remain a priority, whilst encouraging re-engineering efforts to reduce duplication of effort and optimise effectiveness
7. Lead the development of faculty annual budgeting process, manage the distribution of fee income and review revenue distribution, and deliver to budget targets to achieve University financial goals

8. Take responsibility for the risk profile and compliance management for the faculty, ensuring that monitoring and reporting on areas of risk are conducted on a regular basis and align with the University's Risk Management Strategy
9. Develop and maintain effective relationships and strong management partnerships with the Sub Faculty Deans, Heads of School/Department, Deputy and Associate Deans, Directors of Centres and Institutes and other Faculty General Managers
10. Develop strong working relationships with the Chief Financial Officer (CFO) and the Chief Human Resources Officer (CHRO) and their portfolios, ensuring alignment between the faculty's objectives and the financial and human resources strategies of the University whilst driving financial sustainability, efficient resource allocation, and the development of human capital within the faculty
11. Develop strong and productive working relationships with other key central administration areas such as the Office of the General Counsel, the Chief Information Officer and their portfolio, the Monash Research Office, and the Buildings and Property Division
12. Manage the allocation of space for the faculty and, in conjunction with Buildings and Property, oversee refurbishment and construction plans
13. Act as the Dean's nominee as appropriate, including membership of committees and boards.

KEY SELECTION CRITERIA

Education/Qualifications

The appointee will have:

1. A postgraduate qualification in a relevant discipline is expected and extensive experience in contributing effectively at executive management level in a similar organisation.

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 including demonstrated ability to negotiate, consult, influence, build consensus at the highest levels and demonstrated ability to establish strategic alliances with internal, external and international organisations.
6. Exceptional skills together with extensive experience in business transformation and cultural change and a capacity to influence at the senior level in relation to the University's direction in the areas of administration, resource management and business planning activities
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, 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

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
- This position will require a successful National Police Record Check
- This position will require a successful Finance Check

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.