



Position Description

College/Division:	CASS
Faculty/School/Centre:	RSAH
Department/Unit:	School of Art & Design
Position Title:	School Manager
Classification:	Level 8
Position No:	
Responsible to:	Head of School

PURPOSE STATEMENT:

The ANU School of Art & Design (SOA&D) is focused on achieving excellence in research and teaching in accordance with its position within Australia's highly ranked university. The School is currently engaged in strategic redevelopment, building on existing strengths while addressing the future needs of the rapidly changing creative arts and design sector. The School has a distinctive type of education, research and training; driven by innovative studio-based education, applied and practice-led research, and professional training in combination with art history, art theory, curatorship and design. It is inclusive of material and digital practices and promotes cross-disciplinary education and partnerships to generate innovative visual arts, design and art history and curatorial practice and research. It supports scholarship at all levels undergraduate, honours, postgraduate coursework and PhD. Current research themes include nature and culture, materiality and data, politics and activism and traditional discipline specific enquiry.

The School Manager plays an integral role in coordinating and progressing the School's strategic goals in conjunction with the School's executive leadership.

KEY ACCOUNTABILITY AREAS:

The purposes of this position include:

- Provide senior administrative management to support visual arts, design and art history and curatorship scholarship.
- Contribute to the profile of the SOA&D facilitating engagement with external organisations and stakeholders.
- Contribute to the wider college and university initiatives and participate in forums.
- Provide support for the development and assist in the realisation the School's strategic plans.
- Proactive management of resources and assets for a complex school.
- Manage a precinct of studios and teaching spaces.

Position Dimension & Relationships:

The School Manager reports to the Head of School and manages and/or supervises professional staff including administration, technical officers and gallery staff. The School Manager has a role in the School's executive committee and works closely with the Executive, School convenors, committee chairs and senior administrators/technical officers, and the College professional staff and the General Manager to ensure the effective functioning of all aspects of the educational, research and operational life of the School.

Role Statement:

Under the general direction of the Head of School, the Manager will:

- Provide high-level strategic and timely advice, administrative leadership and operational support to the Head of School to ensure delivery of the School's strategic, operational and risk management.
- Manage the relationship, interface with and provision of services from College Administration to the School, including local research project management and reporting, student and education administration, human resource management, and in conjunction with College finance Managers, planning and delivery of the Schools budget.
- Have oversight of the School's WHS compliance requirements in line with the ANU WHSMS Handbook. Adhere to all obligations, responsibilities and legislative requirements under current Work Health & Safety (WHS) Acts and Regulations and ANU policies.

- In liaison with the College Finance Services, actively manage and have oversight of the School's financial position including financial reporting and planning. Advise Head of School, and School Executive on resource allocation.
- In liaison with the College Research Office and the Chair of the School's Research Committee, ensure academic research outcome data is captured and assist in the development of a strategy to support the recognition of creative outputs as research in the University context.
- Actively engage in management of the School's facility including maintenance of existing facilities and acquisition or construction of new facilities when required.
- Lead the professional staff teams in the School, including supervision and development of team members.
- Prepare and analyse reports and proposals, and provide data and advice to the Head of School and to relevant administrative areas of the College.
- Perform other duties consistent with the level of the position.

Skill Base

The School Manager will have postgraduate-level qualification or progressing towards this qualification, or equivalent experience in management positions in the higher education environment. Knowledge of the cultural sector an advantage.

SELECTION CRITERIA:

1. Proven management experience in complex administration, professional training will be highly regarding as will experience in the higher education sector.
2. Demonstrated experience in leading and implementing successful organisational administration, including a commitment to continuous improvement in, and review of, processes and practices.
3. Demonstrated analytical, problem-solving and decision making skills and experience retrieving and analysing data from multiple sources.
4. Evidence of the capacity to deliver WHS policies and compliance with a knowledge of current Work Health & Safety (WHS) Acts and Regulations.
5. Demonstrated supervisory 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 budget.
6. Experience in financial operational management, demonstrating ability to provide advice and support to senior management levels.
7. Competence to build and sustain positive working relationships with professional team, work area and other colleagues internal to the University, to deliver policy and procedural requirements in relation to education, research, outreach, and student experience.
8. Demonstrated high-level writing, oral and interpersonal skills including the ability to liaise and negotiate effectively with a diverse range of people, including academics, discipline experts, donors, industry and the community.
9. A demonstrated high level understanding of equal opportunity principles and a commitment to the application of EO policies in a university context.

Supervisor Signature:		Date:	15 th January 2020
Printed Name:	Denise Ferris	Uni ID:	U9503400

References:

[Academic Minimum Standards](#)

 Australian National University	<h1>Pre-Employment Work Environment Report</h1>
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Position Details

College/Div/Centre	CASS	Dept/School/Section	RSHA/SOA&D
Position Title	School Manager	Classification	ANU Officer Grade 8
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.


- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see. http://info.anu.edu.au/hr/OHS/___Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- '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

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>

OTHER POTENTIAL HAZARDS (please specify):

Supervisor's Signature:		Print Name:	Denise Ferris	Date:	15 th January 2020
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