



POSITION DESCRIPTION

POSITION TITLE	School Manager
POSITION NUMBER	00056977
POSITION LEVEL	HEW Level 8
GROUP	Griffith Sciences
ELEMENT	School of Engineering and Built Environment
EMPLOYMENT TYPE	Full time

THE GROUP

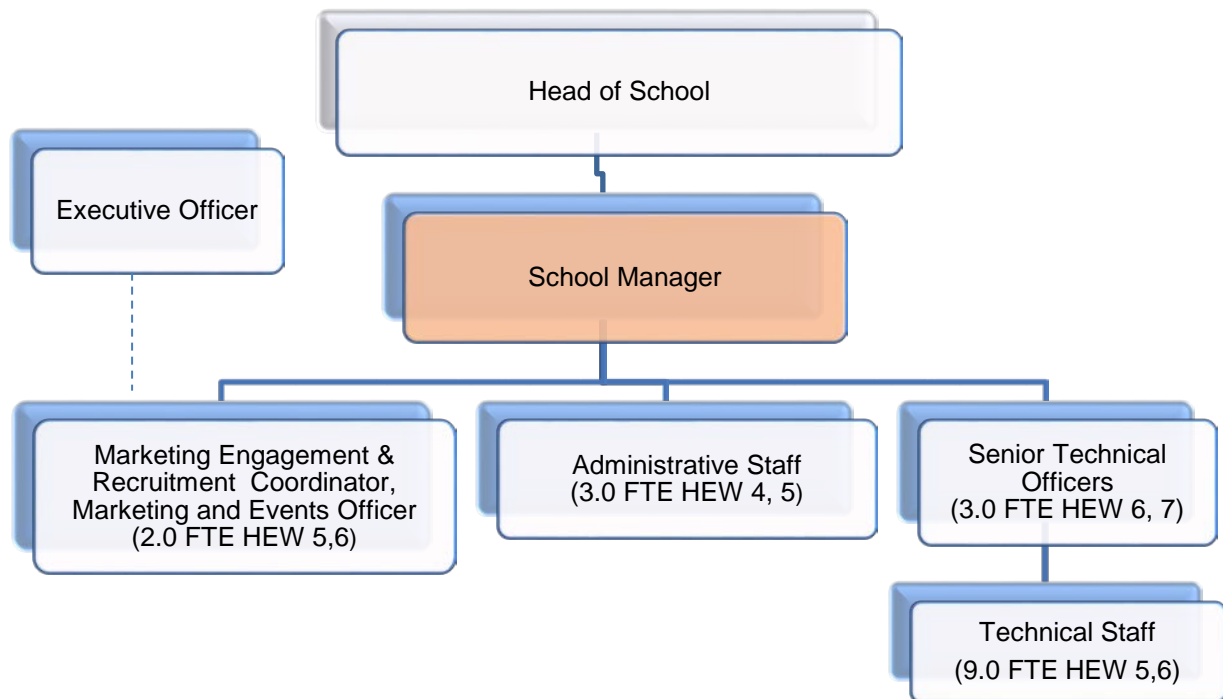
Griffith Sciences is one of four academic Groups within Griffith University. We provide a setting of international standard for the pursuit of learning, teaching, research and professional practice. Our researchers are internationally recognised and cover a diverse array of disciplines and have access to some of Australia's most technically advanced research facilities.

The Group hosts a student body in excess of 7,000 across three campuses with representation from 135 countries. Griffith Sciences employs over 400 academic staff and more than 200 general staff and runs a total annual budget of over \$140 million.

THE SCHOOL

The School of Engineering and Built Environment is a newly formed school in Griffith University comprising of 100 FTE continuing and fixed-term academic, administrative and technical staff across the Gold Coast and Nathan campuses to manage a student load of 2400 EFTSL with a budget responsibility of around \$50M and builds on two decades of provision of tertiary qualifications facilitating entry to the Engineering profession. The School is known for its innovative and student focused teaching approaches and for its strong industry relationships. The School currently teaches over 2500 students at both undergraduate and postgraduate levels in several disciplines, including Civil, Mechanical, Electrical and Electronic and Environmental Engineering, Industrial Design, Aviation and Architecture.

REPORTING RELATIONSHIPS



POSITION OBJECTIVES

The School Manager is part of a dedicated team of senior administrative staff within the Griffith Sciences Group, ensuring quality and consistency of service delivery and positive teaching and student experiences. The School Manager is the primary advisor to the Head of School and School Executive on all matters pertaining to the University, Group and School policies, operations and business processes. The position actively participates as a member of the School Executive and plays a key role in contributing to the strategic and operational objectives of the School and Group.

The position has administrative responsibility for governance, strategic and operational planning, administrative services and support, the operational management of School resources (people, physical and financial), external engagement activities and the operations of the Head of School office.

The position is central to developing and maintaining a high performing and constructive professional staff culture and acts as a primary link between the School and Group and other Schools and administrative units.

KEY ACCOUNTABILITIES

- Provides high level strategic advice and support to the Head of School and other senior staff on all matters pertaining to the University, Group and School policies, operations, financial management and business processes
- Supports the Head of School in operational and strategic planning, governance, budgeting, resource management and workforce planning.
- Effectively leads and manages School professional and technical staff and the day to day administrative operations of the School to drive student-centred, quality focussed administrative services, including general administration and teaching support; space and facilities; risk mitigation, health and safety; and compliance
- Coaches and mentors staff, and undertakes the performance and development reviews of directly reporting staff to promote a highly engaged, positive and effective workplace culture.
- Works with the relevant Financial Consultant and the Office of Planning, in the provision of expert advice to the Head of School on financial management (including sessional and HDR funding) and planning to best meet the needs and priorities of the School.

- Supports the Head of School in academic workload allocation, associated resource management (including sessional staffing), and coordinates processes associated with the Teaching Allocation Tool.
- Undertakes research and data analysis and prepare briefing and information papers, budget papers and reports of a high quality.
- In collaboration with other School Managers, identifies, leads and manages the implementation of business process improvement to ensure information management and reporting systems and processes are streamlined to maximise efficiency and avoid duplication and execute change initiatives, partnering with the Group and Central services.
- Undertakes special projects, where required, involving complex matters and short timeframes.
- In collaboration with the Group, Executive Officer, coordinates and ensures alignment of School marketing and promotional activities with the overall strategy of the Group and coordinates resourcing for significant school activities and events, as required.
- Identifies business development opportunities, strategies and initiatives in partnership with academic staff in support of the strategic objectives of the School.
- Represents the School on Committees or working parties, where required, and advocates for the interests of the School aligned with those of the Group to ensure the provision of central services to meet School needs.
- Ensures effective communication across the School and with the Group, and positive working relations with other Schools, Groups, Central Services and key external stakeholders.
- Lead, demonstrate and promote compliance with relevant legislation and University policies and procedures, including Equity and Health and Safety.
- Lead and promote fair, ethical and professional work practices in accordance with the University Code of Conduct.

FINANCIAL DELEGATION

\$10,000

SELECTION CRITERIA

Essential:

- Completion of a degree and evidence of extensive management experience, or an equivalent combination of relevant experience and/or education/training.
- Substantial experience in the responsible management of resources and risk, including people, finance, space and assets.
- Demonstrated leadership experience, including the ability to lead, motivate, coach and manage individuals and teams to deliver high quality services and support with a strong client focus
- Demonstrated experience in financial management and planning with extensive experience in the preparation and management of budgets
- Demonstrated ability to influence, act independently, exercise a high level of initiative, critically evaluate systems and processes and contribute new ideas and solutions at a strategic and operational level for the ongoing improvement of services.

- Demonstrated ability to think strategically, contribute effectively to strategic planning processes and to operationalise strategy with the administrative operations of the School.
- Demonstrated high level of organisational capability, including the ability to establish and maintain effective systems, procedures and processes and manage competing demands and deadlines without compromising quality.
- Demonstrated high level of communication and interpersonal skills, including the ability to consult and collaborate with diverse groups; analyse and present information and produce well researched high quality reports, submissions and other documents; negotiate complex issues and manage change.

Desirable:

- Demonstrated project management experience
- Previous experience in the Australian Higher Education sector or similar.

BENEFITS AND CONDITIONS

The following links provide access to information regarding the range of benefits enjoyed by Griffith staff and also key information regarding employment conditions.

BENEFITS	CONDITIONS
<ul style="list-style-type: none"> • Education Assistance for General staff • Health plan • Salary Packaging • Superannuation 	<ul style="list-style-type: none"> • Code of Conduct • Academic Staff Enterprise Agreement • General Staff Enterprise Agreement • Fairwork Australia Information Statement

Griffith is committed to diversity and inclusion for people from all backgrounds and identities and committed to the recognition, values and contribution of the First People of this nation.

Griffith offers professional development opportunities to support employees in their career progression and offers an excellent working environment that supports flexible working arrangements.

For more benefits and conditions information please refer to the web link below:

[Griffith University | Pay, conditions and benefits > Employment](#)