

## POSITION DESCRIPTION – General Staff For levels 6/7 and above

Position Title: School Manager Level: 6/7  
Faculty/Division: Faculty of Social Sciences Department/Location: Health & Society

### Primary purpose of the position:

This position will provide administrative management and coordination to the School of Health and Society within the Faculty of Social Sciences. The School Manager will contribute to the Faculty strategic and business plan and work collaboratively with the Academic Head of School, Faculty Executive Manager and other School Managers to ensure the efficient and effective implementation of operations across all school areas related to teaching, research and community engagement functions.

Whilst this position will reside in the School of Health and Society there will also be an overview of operations within the Department of Geography and Sustainable Communities during its phase of growth.

### Position Environment:

The Faculty of Social Sciences was created following the Faculty restructure in 2012. As a result of the 2013 Schools Review the Faculty of Social Sciences includes the School of Education, the School of Psychology, the School of Health and Society and the Department of Geography and Sustainable Communities. Our disciplines include education, psychology, clinical psychology, social work (2015), public health, occupational health and safety, geography, and land and heritage management. In 2015 the Faculty of Social Sciences will introduce a Bachelor of Social Sciences that will draw its majors from the specialisations available within the Faculty.

The School of Health & Society comprises an innovative and new set of programs that offer students flexible subject combinations to meet their personal interests, within a multi-disciplinary approach to learning and research. Undergraduate, postgraduate and higher degree programs in social and public policy, public and population health, workplace health and safety are available. Our vision is to develop skilled, high quality graduates passionate about creating better communities and transforming lives and capable of responding to a range of employment opportunities.

The Department of Geography & Sustainable Communities delivers a range of undergraduate, postgraduate and higher degree research offerings in the areas of geography, land and heritage management, environmental management and social planning, with a focus on urban and regional sustainability. Geography is uniquely poised to grow and develop into a major strength for UOW.

### Major Accountabilities/Responsibilities:

	Responsibilities	Outcome	Percentage of Time	Office Use Only
1.	Responsible for management and coordinating the School's core operating functions including but not limited	To ensure core functions for the	50%	

	to: <ul style="list-style-type: none"> <li>• Teaching</li> <li>• Research</li> <li>• Community Engagement</li> <li>• School Marketing and Recruitment</li> <li>• Reporting and Business Development</li> <li>• School Committee Management and Support</li> </ul>	school are completed in a timely manner whilst maintaining quality		
2.	Provide input into strategic discussions, advice and problem solving for the Head of School on school operations.	Ensure realisation of the faculty and school business plan	30%	
3.	Provide leadership and direction to team members including: <ul style="list-style-type: none"> <li>• Performance Planning and management</li> <li>• Career development and mentoring</li> <li>• Ensure appropriate service delivery and school support</li> </ul>	Attraction and retention of high quality staff and ensuring appropriate service delivery	10%	
4.	Undertake various projects as directed by Faculty Executive Manager and Head of School.	Projects completed in a timely manner.	10%	
5.	Coordinate with other Faculty of Social Sciences Administration Units, Faculty Committees and UOW Committees.	To ensure high quality administrative support and customer service and to foster direct relationships and enhanced engagement with the organisation.	Ongoing	
6.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing	
7.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
8.	Have OH&S responsibilities, accountabilities and authorities as outlined in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/">http://staff.uow.edu.au/ohs/commitment/responsibilities/</a> document	To ensure a safe working environment for self & others.	Ongoing	

### Reporting Relationships:

Position Reports to:	Faculty Executive Manager
The position supervises the following positions:	School Assistant - Other positions as they come online
Other Key Contacts:	Heads of School

	School Managers Faculty Management Accountant Associate Dean International Associate Dean Education Associate Dean Research Student Service Coordinator Student Service Officers Faculty Marketing Staff
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**Key Relationships:**

<b>Contact/Organisation:</b>	<b>Purpose &amp; Frequency of contact</b>
Faculty Executive Manager	Daily
Executive Dean	As required
Faculty Management Accountant	As required
H&S – Head of School	Daily
Student Service Centre	As required to support H&S students
HR	As required
ARD	As required
Uniadvice	As required

**Key Challenges:**

1. Supporting Health and Society Head of School to ensure that Faculty and School objectives are achieved.
2. Supporting staff and quality output through a period of change and growth within a newly established school.
3. Meeting competing demands across the school and faculty core functions

**SELECTION CRITERIA - Knowledge & Skills:**

- Essential:
- High level organisational, analytical and problem solving skills with an ability to think strategically.
  - Knowledge of higher education sector policies and regulations in relation to teaching and learning and research
  - Ability to exercise initiative, be innovative and adapt to changing systems and policies
  - Leadership skills including the ability to provide direction and guidance, create a motivating work environment, develop staff and implement long term goals
  - Demonstrated high level interpersonal, negotiation and diplomacy skills
  - Skills in business software or the ability to quickly acquire these skills.
  - Demonstrated ability to make a positive contribution in a team environment

**SELECTION CRITERIA - Education & Experience:**

- Essential:
- Undergraduate degree in relevant discipline or combination of relevant experience/education/training deemed to be equivalent
  - Demonstrated experience in coordinating and providing leadership to staff to meet strict deadlines in a busy environment with competing demands
  - Demonstrated experience in the implementation and monitoring of strategically oriented plans, policies and processes
  - Experience in project management of significant initiatives

**Personal Attributes:**

Demonstrated ability to exercise independent judgement and solve problems  
Commitment to ensuring a task is completed in a timely fashion and with a high level of accuracy  
Commitment to privacy and confidentiality of information

**Special Job Requirements:**

Must be flexible with working hours to ensure tasks are completed on time within the appropriate span of hours

**Approval:**

Approved by Head of Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_