

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

Position Title: UOW Southern Highlands Manager

Level: 6/7

Faculty/Division: Deputy Vice-Chancellor (Education)

Department/Location: Southern Highlands

Primary purpose of the position:

The main purpose of this position is to manage the operations of the University of Wollongong Southern Highlands Campus and to promote the University of Wollongong in the Southern Highlands district. The Manager is required to provide operational advice to the Director, UOW Regional Campuses and Student Diversity on matters relating to the operation of the University in the Southern Highlands.

Position Environment:

Through the operation of the Regional Campuses the University aims to bring a world class, student-centred, university education to local communities.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time
1.	Student Support Services: Ensure that strategies are developed and implemented to provide a level of Student Support at the Southern Highlands Campus that is equivalent to the service offered at the Wollongong Campus	<ul style="list-style-type: none"> • A welcoming, friendly and quality learning community • Students understand the administrative and procedural issues relating to their course enrolment. • Students know and understand the facilities, resources and assistance that is available to them at the campus • Positive feedback through the University feedback systems that relate to student support and Campus life 	25%
2.	Develop and implement strategies that will ensure the continued operation of the University in the Southern Highlands Valley	<ul style="list-style-type: none"> • Development of a local plans to implement Regional Campus Marketing strategies in the Southern Highlands • Student enrolments that meet targets • Participation in a range of Community based organisations and activities 	20%

3.	Manage the operation of the Southern Highlands campus, including the management of the building, equipment and resources and make recommendations that will enhance the efficient management of the Campus	<ul style="list-style-type: none"> • Effective management of campus as it relates to both staff and students • Operate within the agreed budget • Operational guides and well organised working environment 	20%
4.	Represent the University of Wollongong in the local community and market programs of the University of Wollongong.	<ul style="list-style-type: none"> • UOW and the Southern Highlands campus has a positive image in the community • Represent UOW through membership of local committees and/or organisations • Meet annual enrolment targets 	15%
5.	Support teaching staff at a local level, including providing advice to Faculties on appointment of casual staff, where appropriate.	<ul style="list-style-type: none"> • Staff understand the tools available to them to deliver effective teaching 	10%
6.	Plan and implement major activities such as enrolment, orientation, exams and specific events and preparation of local timetable. Consultation with relevant staff at Wollongong will take place as required.	<ul style="list-style-type: none"> • Successful operation of annual and special events • Development of a timetable that uses resources effectively 	10%
7.	Liaison with relevant staff from across the Wollongong Campus on matters relating to the smooth operation of the Southern Highlands campus	<ul style="list-style-type: none"> • Effective communication with Wollongong staff • Student learning environment has been facilitated 	ongoing
10.	Be the official employee OHS representative for the Southern Highlands campus	<ul style="list-style-type: none"> • To ensure the Southern Highlands campus is a safe working environment 	ongoing
8.	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
9.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing
10.	Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/document	To ensure a safe working environment for self & others.	Ongoing

Reporting Relationships:

Position Reports to:	Director, Regional campuses and Student Diversity
The position supervises the following positions:	Marketing and Administrative Officer Casual Administrative staff Exams supervision staff
Other Key Contacts:	Managers of Campuses at Shoalhaven, Bega, Batemans Bay, Southern Sydney Staff in the Schools Outreach Team

Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
Principals and Staff of local High Schools	Various operational issues, meet as required
Moss Vale TAFE Librarian	Ongoing discussions of library services
Casual Teaching staff from the Faculties teaching programs at the Southern Highlands Campus	Ongoing contact
Other Regional Campus Managers	Regular meetings and discussions
Regional Campuses Facilities Manager	Regular contact
Computer Systems Manager	Regular contact, management of IT services
Student Services	Regular, marketing, enrolment, exams and all matters relating to student administration
Audio- visual support staff (in IMTS)	Regular
Contractors (cleaners, gardeners, maintenance, etc)	Operational issues, meet as required
Facilities Management Division	ongoing

Key Challenges:

- The need to be able to understand all aspects of the operation of the University of Wollongong and be able to communicate this effectively to students and staff
- The physical distance of UOW Southern Highlands from the Wollongong Campus creates major challenges, particularly in communication with Faculties
- Creating awareness of the Campus at Moss Vale in the Highlands and creating links with the local community

SELECTION CRITERIA - Knowledge & Skills:

Knowledge:

Essential:

- Sound knowledge of administrative procedures
- Understanding of the Australian Higher Education Sector
- Understanding and knowledge of the Southern Highlands community, businesses and organisations
- Understanding of adult learning styles

Skills:

Essential:

- An ability to work without close supervision
- Demonstrated customer service abilities

- High level computer skills
- Strong organisational skills
- Sound communication and interpersonal skills
- Demonstrated problem solving skills
- Ability to make decisions within an environment governed by policy and regulations

SELECTION CRITERIA - Education & Experience:

Education:

Essential:

- Relevant tertiary qualifications or equivalent experience and training
- Possession of a current first aid certificate or willingness to obtain a first aid certificate

Experience:

Essential:

- demonstrated experience in a multitask administrative role
- demonstrated experience in working in an environment without close supervision where personal initiative is required
- experience in people management
- liaising and working with local business and/or community groups
- experience delivering training or presentations

Desirable:

- experience within a tertiary educational environment

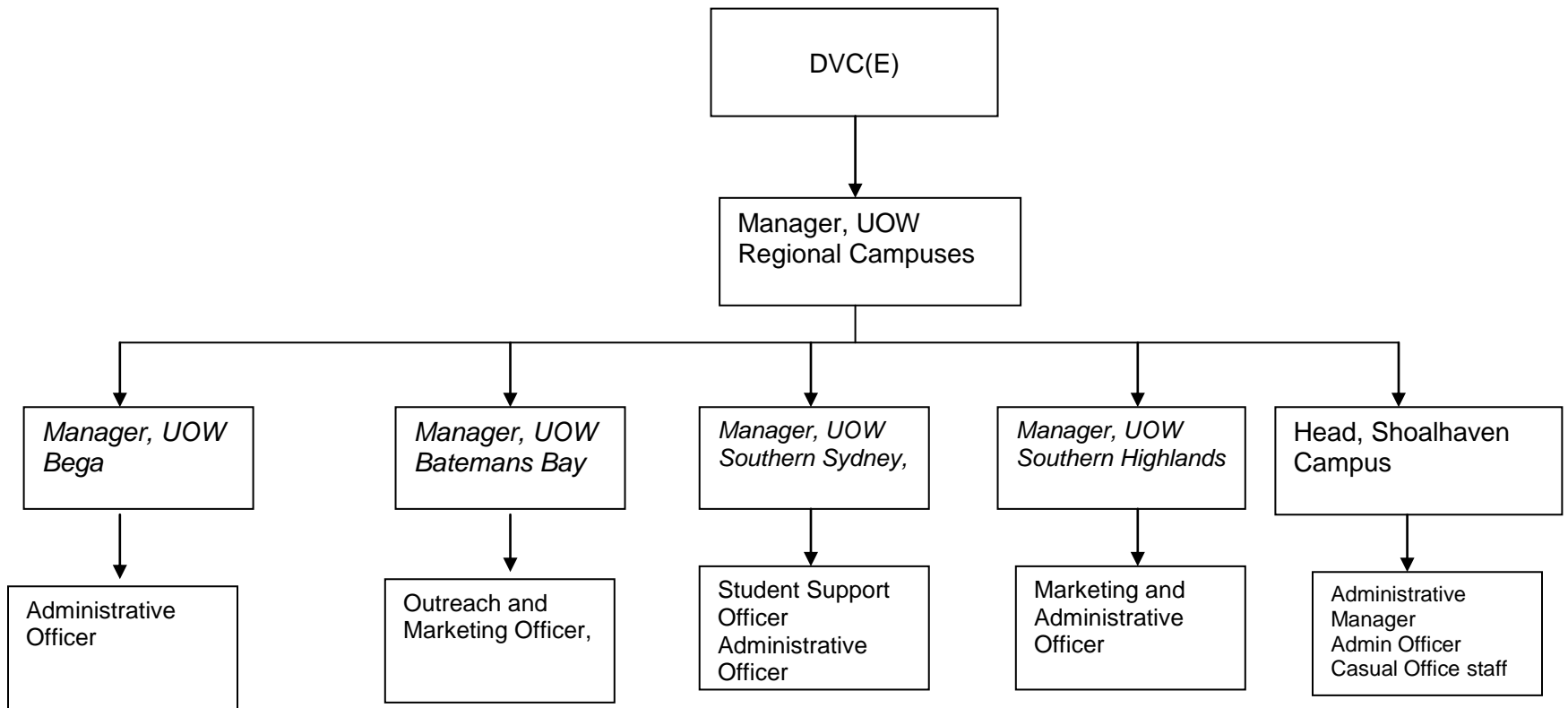
Personal Attributes:

- Ability to work in a pressured environment
- Ability to manage change
- Ability to be flexible and adaptable
- Ability to work and make decisions independently, within the scope of the position
- Other attributes required to fulfil the essential and desirable

Special Job Requirements:

Need to be able to work flexible and additional hours at times

Organisational Chart:



Roles and Responsibilities in Relation to Workplace Health and Safety:

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

All Staff

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

Additional Responsibilities for Staff with supervisory responsibilities

- Ensure work area, equipment and practices are compliant with applicable legislation, standards, codes of practice and University guidelines.
- Ensure risk management activities are undertaken to minimise WHS risk including hazard and incident reporting, risk assessment and safe work procedures.
- Provide the necessary instruction, information, induction, training and supervision to enable work to be carried out safely.
- Ensure Work Health and Safety (WHS) activities and requirements are implemented for area as outlined in the [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.