

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

Position Title: School Manager Level: 8/9
Faculty/Division: Science Department/Location: Chemistry

Primary purpose of the position:

To support the Head of School in meeting the school's overall teaching, research and strategic objectives. To contribute to the school's planning and routine operation with the emphasis on providing a safe, efficient and friendly working environment.

Position Environment:

Chemistry is a research intensive unit within the Science Faculty and makes a major contribution to the research output of the University. In addition, it provides training in Chemistry for a wide range of undergraduate and graduate students. Chemistry subjects form a significant component for degrees both within and beyond the Science Faculty. The position supports the school's strategic agenda and supervises much of the day-to-day running of the school.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Supervision of the Technical and General Support Staff. This includes performance planning, general time management (including leave) and work allocations for general staff. This includes ensuring appropriate records are maintained. Providing advice to the Head of School on staffing issues.	Smooth, forward looking operation of the school with critical tasks suitably supported. This includes both teaching support and research instrument support.	40	
2.	Manage the key operations of the school, ensuring that activities such as teaching allocations, space management and marketing occur in a timely fashion. Participate productively in the school's routine operation and strategic planning through regular weekly meetings with the Head of School.	Smooth and optimal delivery of resources to the school.	15	
3.	Coordinate design, infrastructure and building fabric issues through liaison with the Faculty Workshop, the university and external contractors. To advise the Head of School on space needs and strategies.	Continuing essential services to the school, and ensuring the safe and efficient operation of labs. and general work space.	15	
4.	Support the WHS management of the school for both students and staff in the wide variety of environments that they work.	An ongoing school commitment to a safe working environment.	10	
5.	Supervise the provision of Information Technology (IT) infrastructure to support the activities of the school. Advise the Head of School on requirements and future needs for IT.	IT needs are identified, and where possible addressed in a timely fashion.	10	

6.	Other duties as directed by the Head of School.	A school that can respond to new challenges	10	
7.	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	
8.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
9.	Have OH&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:	Stephen Wilson, Head of Chemistry
The position supervises the following positions:	All Chemistry General Staff
Other Key Contacts:	Academic staff, key contacts within other University sections

Key Relationships:

Contact/Organisation:

Purpose & Frequency of contact

HOS

To participate productively in the school's routine operation and strategic planning through regular **weekly** meetings with the HOS.

Technical staff

As required communicate with Technical Staff on workplace management and strategic issues.

Academics

To provide research and logistic support **as required**.

School Committee

As held: to obtain a comprehensive overview of the general operation of the school as well as specific information dealing with matters directly relevant to the responsibilities of the position.

School Safety Committee

As held: to raise and discuss WHS issues of concern to students and members of staff and contribute to resolving the issues identified to ensure a safe working environment for everyone.

FMD, Faculty Workshop and external contractors

As required, deal with and resolve identified design, infrastructure and building fabric issues to provide continuing essential services to the school and to ensure the safe and efficient operation of labs and general work space.

Key Challenges:

1. Set priorities and meet effective deadlines in the context of rapidly changing and competing demands.
2. Promptly dealing with major equipment and infrastructure failures to minimise their impact on the school's research activities.
3. To ensure ongoing compliance with demanding and changing WHS obligations imposed by relevant legislation.
4. To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- The ability to effectively manage resources and meet deadlines by prioritising and balancing competing demands.
- Excellent communication skills including interpersonal, oral and written skills.
- Awareness and application of EEO principles to the workplace and an understanding and implementation of WHS regulations relevant to teaching and research laboratories.

SELECTION CRITERIA - Education & Experience:

Essential:

- A degree in Chemistry or closely related discipline.
- Demonstrated experience in the effective management of laboratories and staff.
- Demonstrated ability to manage infrastructure, including the physical and IT requirements.
- Demonstrated ability to work productively in a team environment.

Personal Attributes:

- Highly motivated.
- Excellent interpersonal, communication and organisational skills.
- Ability to effectively manage resources and meet deadlines.
- Willingness to assist others to meet their objectives.

Special Job Requirements:

Work will be required occasionally outside normal business hours as the person may be contacted in case of an emergency or school event.