

Position Title	Institute Manager
Group/Portfolio	Arts, Education and Law / Griffith Criminology Institute
Classification	HEW 8
Position Number	00054969
Reports To	Director, Griffith Criminology Institute
Employment Type	Continuing

1.0 Position Purpose

The Institute Manager leads the Institute's administrative functions to ensure the efficient, effective and equitable delivery of services. The Institute Manager is the primary advisor to the Director and Deputy Director on all matters relating to University, Group and Institute policies, operations and business processes. The position plays a key role in strategic and operational planning, supports the implementation of the Institute's priorities, and monitors performance against agreed indicators and targets.

2.0 Eligibility Requirements

- Relevant tertiary qualification and experience as an administrative manager in a research-focused environment, or an equivalent combination of relevant training and/or education and/or experience.

3.0 Key Responsibilities

- Develop and implement, in association with the Director, the Institute's strategic and operational plans, within the broader framework of AEL and University initiatives.
- Support the Director in operational and strategic planning, governance, budgeting, resource management and workforce planning for the Institute.
- Provide financial planning, analysis, and reporting relating to the Institute's budget, including oversight of projection and expenditure and reconciliation of all Institute accounts and resolution of any discrepancies, in liaison with Finance.
- Monitor Institute expenditure in line with the budget and manage Institute internal charges and overheads in relation to research projects.
- Develop and implement systems and initiatives to continuously improve policies, processes and procedures for the efficient management of the Institute.
- Manage new and existing projects in terms of objectives, priorities, milestones, timely delivery of outcomes, arrangements, on-going negotiations and liaisons.

- Lead and direct Institute professional and support staff and oversee the operational management of Institute sub-elements and provide direction in line with Institute strategic objectives as required, including coordinating work and information flows from the Institute level to the sub-elements.
- Provide advice and guidance to operational managers of the Institute's sub-elements in relation to finance, human resources, events and communications, infrastructure support and health and safety
- Prepare the Institute's Annual reports, three-yearly review papers and other reporting requirements that may occur, along with proposals and applications to support new initiatives. Consolidate reporting data from the Institute's sub-elements and provide a comprehensive overview of Institute activities.
- Represent the Institute on Group and University committees and forums as required.
- Manage and develop relationships with internal and external stakeholders, including members of the Institute Industry and International Advisory Board, and local and national businesses, international and multinational organisations, and prospective partners.
- Responsible for the day-to-day management of the Institute's administrative operations, including the development and implementation of policies, procedures, systems and processes for the effective and efficient management of the Institute.
- Oversee, in conjunction with the Director, staffing activities in liaison with Human Resources, including recruitment and induction and performance management.
- Assist the Director with the development of strategic research initiatives, in liaison with the Senior Research Development Officer, Office for Research and Griffith Enterprise, and assist research staff with the development of major grant proposals.
- Manage and supervise the Institute's Events and Communications Officer.
- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to the same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Others section of our [Capability Development Framework](#).