

Position Title	Academic Group Manager
Group/Portfolio	Griffith Sciences
Classification	Senior Contract
Position Number	00063555
Reports To	Pro Vice Chancellor (Sciences)
Employment Type	Fixed Term

1.0 Position Purpose

The Academic Group Manager provides strategic and operational management and leadership of the administrative and technical support functions within the Science Group.

This role serves as a key advisor and operational manager to the Pro Vice Chancellor and the Sciences Executive, contributing to strategic planning, resource allocation, and operational excellence.

The Academic Group Manager also acts as the primary liaison between the Sciences Group and central University units, ensuring effective communication, collaboration, and advocacy to ensure efficient and effective operations for the Group.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant postgraduate qualifications and extensive experience in senior management roles within a complex organisation, preferably in a university or related sector or, a comparable combination of qualifications and demonstrated senior leadership management experience preferably within a university environment.

3.0 Key Responsibilities

▪ Operational Management

- Oversee the efficient and effective delivery of all administrative and technical support services, optimising workflows, prioritising resources, and proactively solving operational challenges within the Group.
- Champion a culture of continuous improvement, regularly evaluating and enhancing operational processes and systems to maximise efficiency, effectiveness and compliance with university policies, procedures and regulatory requirements.
- Provide comprehensive operational reporting to senior leadership, analysing performance metrics, resource utilisation, and the operation and impact of strategic initiatives, collaborating closely with the relevant central administrative units.
- Leading occupational health and safety, financial management and modelling processes, workforce planning, infrastructure, strategic business planning, governance, occupational health and safety, and overseeing research and student administration in collaboration with the relevant central team.

▪ **Strategic Support**

- Provide strategic advice and support to the Pro Vice Chancellor and the Sciences Executive, developing insights and recommendations on University and Group priorities and opportunities. This advice will utilise data to identify trends and the development of innovative solutions to complex problems.
- Collaborate with senior leadership to formulate and execute strategies that align with the University's overarching strategic direction, establishing long-term goals, defining key performance indicators, and monitoring progress.
- Lead the design and implementation of new systems and processes to support strategic priorities at Group level, and act as the Group lead for Griffith wide activities.
- Provide strategic financial leadership, partnering with Finance to conduct in-depth analyses, provide budget guidance, oversee financial planning and forecasting, and identify opportunities for workforce and infrastructure optimisation.

▪ **Resource Allocation**

- Partner with HR to ensure the recruitment, onboarding and professional development of professional staff aligns to the strategic objectives of the Academic Groups.
- Partner with Finance to oversee the development and management of the Group's budget, ensuring responsible stewardship of resources and maximising the impact of expenditure. This includes regular rigorous evaluation of Groups core facilities such as analytical facilities.
- Partner with Dean Academic, VP International, and Marketing and Communication to oversee the development and implementation of marketing and external relations strategies to achieve student recruitment targets, ensuring alignment with strategic objectives and maximising impact.

▪ **Governance and Compliance**

- Lead compliance with all relevant legislation, and University policies and procedures, including equity, diversity and health & safety regulations.
- Champion the University's Code of Conduct, promoting a culture of ethical behaviour, integrity, and professionalism within the Group.

▪ **Leadership and Representation**

- Provide leadership and strategic direction to the Group's Professional staff teams, empowering them to achieve operational excellence and contribute to the Group's success.
- Advocate for and represent the Sciences Group effectively within the University and externally, building strong relationships with key stakeholders and promoting the Group's achievements and contributions, and ensuring the Sciences Group's perspectives are considered in university-wide decision-making processes, aligning with broader University objectives.

4.0 Key Capabilities

Service Centric

- Engages and collaborates with users to provide accessible, fit for purpose solutions and adjusts focus or approach when required to respond to changing user needs

Strategic and Commercial

- Understands, supports and delivers outcomes that further the University's vision, mission, and strategic objectives.
- Ensures value for money in the completion and delivery of work and looks for opportunities to reduce costs.

Collaborative and Inclusive

- Develops productive working relationships and partnerships, and contributes to a collegial team environment
- Recognises the positive benefits of diversity and acts at all times in a way that promotes an equitable, diverse and inclusive University.

Innovative and Enterprising

- Demonstrates a Growth Mindset
- Continuously develops self and others

Strategic and Commercial Acumen

- Demonstrate Financial Acumen
- Achieves strategic results that support the University Objectives

Adaptable and Resilience

- Embraces Openness
- Supports self and others through change