

Position Title	Manager (Health Group)
Group/Portfolio	Health, Pro Vice Chancellor (Health)
Classification	HEW Level 9
Position Number	00064072
Reports To	Group Executive Manager
Employment Type	Continuing

1.0 Position Purpose

The Manager (Health Group) provides leadership and operational management within the Health executive portfolio. The position is responsible for the effective management of complex portfolio functions, acts as the standing deputy to the Group Executive Manager, and supports the delivery of strategic and operational priorities through sound judgement, initiative, and influence.

This includes project leadership, strategic and operational analysis, and supporting the development and implementation of portfolio strategy. This role will identify process improvement across the Group to create efficiencies and streamlining, and will oversee non-research grants and group contracts, including governance, compliance, reporting, and risk management. The role will foster collaboration between the Group and Schools whilst providing direct support and leadership to the professional staff within the broader Health Group.

2.0 Eligibility Requirements

- The occupant of this position will hold a relevant postgraduate qualification or progress towards postgraduate qualifications and extensive relevant experience or an equivalent combination of relevant experience and/or education/training.

3.0 Key Responsibilities

- Lead and coordinate the delivery of key initiatives and priority work across the portfolio, including strategic and operational analysis, project leadership, complex problem solving, and the preparation of briefings, reports, discussion papers, correspondence, and position papers to inform decision-making by senior executives and key stakeholders.
- Provide high-level executive and operational support to the Executive leadership team, including representing the portfolio at internal and, where required, external meetings as delegated, coordinating actions arising from portfolio decisions, and ensuring timely implementation and effective follow-up.
- Provide leadership and direction to professional staff supporting group services functions within the portfolio, including setting priorities, monitoring workload, supporting performance and development, and fostering a high-performing, collaborative, and service-oriented team culture.

- Develop, implement, and review business processes, procedures and controls to support efficient, compliant and high-quality portfolio operations, and identify opportunities for continuous improvement.
- Translate portfolio strategy into operational plans and coordinate implementation across relevant functions and stakeholders.
- Oversee the operational management of non-research grants within the Health Executive portfolio, including funding agreements, multidisciplinary government funding applications, milestone management, reporting streams, acquittals, governance, compliance, and risk management, to ensure effective delivery, accountability, and compliance with funding requirements.
- Oversee the operational management of Health Executive portfolio contracts and associated agreements, including negotiation support, management of contractual obligations, issue resolution, governance, record keeping, and liaison with internal and external stakeholders to ensure compliance and effective contract performance.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to 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 Self/Others** section of our [Capability Development Framework](#).