

Position Title	School Manager
Group/Portfolio	Griffith Health / School of Allied Health, Sport and Social Work
Classification	HEW 9
Position Number	00059093
Reports To	Head of School
Employment Type	Continuing

1.0 Position Purpose

The School Manager is a key member of the School Executive Leadership Team and works in close partnership with the Head of School, and two Deputies to provide strategic and operational leadership across the School. As the primary advisor to the Head of School and School Executive on University, Group and School policies, operations and business processes, the School Manager plays a critical role in translating strategic priorities into effective operational outcomes.

The role leads a high-performing team of professional staff operating across three physical campuses, ensuring the delivery of high-quality, consistent and responsive services that support positive teaching, research, staff and student experiences. Working collaboratively across the School, Academic Group and broader University, the School Manager contributes to strategic planning, workforce and resource management, continuous improvement and effective governance, supporting the School to achieve its strategic and operational objectives.

2.0 Eligibility Requirements

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

3.0 Key Responsibilities

- Provide high level advice and support to the Head of School and other senior staff on all matters pertaining to the University, Group and School policies, operations and business processes.
- Support the Head of School in operational and strategic planning, governance, budgeting, resource management and workforce planning.
- Participate as a member of the School's leadership group, contributing to the strategic and operational objectives of the School and Group.
- Effectively lead and manage School professional staff and the day to day administrative operations of the School to drive high quality administrative services.

- Support the Head of School in academic workload allocation, associated resource management (including sessional staffing), and coordinate processes associated with the Teaching Allocation Tool.
- Undertake special projects, where required, involving complex matters and short timeframes
- Coach and mentor professional staff and undertake the performance and development reviews of directly reporting staff to promote a highly engaged, positive and effective workplace culture.
- Coordinate and ensure alignment of School marketing and promotional activities with the overall strategy of the Group and coordinate resourcing for significant school activities and events, as required.
- Identify business development opportunities and strategies in support of the strategic objectives of the School.
- Represent the School on Committees, where required, and advocate for the interests of the School aligned with those of the Group to ensure the provision of central services to meet School needs.
- Ensure effective communication across the School and with the Group, and positive working relationships with other Schools, Groups, Corporate Services and key external stakeholders.
- 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 Others section of our [Capability Development Framework](#).