

Position Title	School Manager
Group/Portfolio	Health Group – School of Nursing & Midwifery
Classification	HEW 9
Position Number	00059099
Reports To	Head of School
Employment Type	Continuing

1.0 Position Purpose

The School Manager is part of a dedicated team of senior administrative staff within the Health Group, ensuring quality and consistency of service delivery and positive teaching and student experiences. The School Manager is the primary advisor to the Head of School and School Executive on all matters pertaining to the University, Group and School policies, operations and business processes. The position actively participates as a member of the School Executive and plays a key role in contributing to the strategic and operational objectives of the School and Group.

2.0 Eligibility Requirements

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

3.0 Key Responsibilities

- Provides 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.
- Supports the Head of School in operational and strategic planning, governance, budgeting, resource management and workforce planning
- Participates as a member of the School's leadership group, contributing to the strategic and operational objectives of the School and Group
- Effectively leads and manages School professional staff and the day to day administrative operations of the School to drive high quality administrative services
- Supports the Head of School in academic workload allocation, associated resource management (including sessional staffing), and coordinates processes associated with the Teaching Allocation Tool

- Undertakes special projects, where required, involving complex matters and short timeframes
- Coaches and mentors professional staff, and undertakes the performance and development reviews of directly reporting staff to promote a highly engaged, positive and effective workplace culture
- Coordinates and ensures alignment of School marketing and promotional activities with the overall strategy of the Group and coordinates resourcing for significant school activities and events, as required.
- Identifies business development opportunities and strategies in support of the strategic objectives of the School.
- Represents the School on Committees, where required, and advocates for the interests of the School aligned with those of the Group to ensure the provision of central services to meet School needs
- Ensures effective communication across the School and with the Group, and positive working relations with other Schools, Groups, Central 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. [Framework](#).

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