

POSITION DESCRIPTION:



SECTION A: Position Context

Position Title	Assistant Manager, School of Business and Design
Position Grade	E3
Category	Executive
Campus/School/Unit/Faculty	Sarawak Campus – School of Business and Design
Division	Academic
Effective Date	January 2012

Position Purpose:

The Assistant Manager is a member of the School Executive Team and works with the Head and Associate Heads of the School to provide administrative and managerial support to the School. The Assistant Manager acts across a range of policy and operational areas. The key responsibility areas include strategic planning and performance monitoring, policy compliance, financial budgeting and control, human capital management, monitoring of physical resources, student services, business development and communication, and occupational health and safety.

University Information:

Swinburne University of Technology is a large multi-sectoral and multi-campus institution with a stated mission to be a pre-eminent entrepreneurial university from the Asia-Pacific, thriving on new ideas and knowledge and exploiting its intersectoral heritage to create value for its stakeholders.

Swinburne has campuses in metropolitan Melbourne at Hawthorn, Prahran, Lilydale, Wantirna, Croydon and Healesville and an overseas branch campus in Kuching, Sarawak. It also offers an increasing number of subjects and courses via the Internet. Its programs cover the education and training needs of over 40,000 students ranging from apprentices through to doctoral students.

Swinburne is proud of its close links with industry, business and the community generally. It has gained a prominent and respected name in education in Australia and overseas through:

- government funded programs and research;
- industry and business funded research;
- consultancy and training;
- fee-for-service teaching; and
- an international focus for its curricula, student recruitment and operations.

The Branch Campus in Sarawak is a licensed branch campus university in Malaysia which offers selected undergraduate, postgraduate, and research degree courses identical to those offered at other Swinburne campuses in Australia. It also offers pre-university foundation programs and a limited number of diploma programs. The Branch campus occupies a 16.5 acre site in central Kuching, the state capital of Sarawak. The Sarawak Campus has students from Malaysia and other countries, and plans to expand rapidly as its staff and facilities are developed continuously to allow a greater number and diversity courses to be offered.

Swinburne Sarawak is a joint venture between Swinburne University of Technology in Australia and Sarawak Government represented through Yayasan Sarawak and the Sarawak Higher Education Foundation. The academic operations of the campus are integrated with and controlled by the University in Australia.

Unit / Faculty / School & Division - School of Business and Design (SoBD):

The School of Business and Design (SoBD) currently offers a range of academic programs at diploma, undergraduate, and postgraduate levels, and supports some of the programs offered by the other Schools in the Campus. The School is developing rapidly as it strives to meet the growing demand for business and design education and support the University's vision, mission, and strategic goals through various academic, professional, and outreach activities.

Participation on Committees/Groups/Teams:

The successful applicant may be required to participate on relevant committees as and when needed and as directed by the Head of School, Director Academic and/or the PVC & CE.

- School Executive Group
- Program Review Support Group

Other committees, boards, working groups, etc., as assigned or elected.

Supervision Reporting Relationships

<u>This position's supervisor/manager</u>	Head of School
<u>Other positions reporting to this position:</u>	Administration Officer(s)

Location

This position is located at the Sarawak campus but the applicant may be required to undertake duties at any of the University's campuses for limited periods.

SECTION B: Key Responsibility Areas

The key responsibility areas are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

KEY RESPONSIBILITY AREAS		
1.	PLANNING AND MONITORING	<ul style="list-style-type: none"> • Contribute to the annual planning exercise at the School level • Monitor all initiatives identified in the School plan • Initiate follow-up actions to achieve the targets and goals • Continuously monitor and report actual achievement of the targets and goals • Formulate new initiatives to support the School plan • Work collaboratively with other Schools/Units to support the Campus Plan
2.	POLICY COMPLIANCE	<ul style="list-style-type: none"> • Ensure total compliance with all academic policies and procedures • Ensure careful documentation relating to all activities of the School • Facilitate the workflow relating to accreditation and re-accreditation of academic programs in a time-bound manner • Ensure total compliance with all policies and procedures affecting the duties and responsibilities of all School staff
3.	FINANCIAL BUDGETING AND CONTROL	<ul style="list-style-type: none"> • Contribute to the annual budgeting exercise • Exercise budgetary control over operational and capital expenses • Ensure that the due process is followed in all financial matters
4.	HUMAN CAPITAL PLANNING AND MANAGEMENT	<ul style="list-style-type: none"> • Contribute to the annual human capital planning exercise • Manage the recruitment and selection process (for both full-time and sessional staff) • Provide advance information on staffing to facilitate academic work allocation by Associate Heads • Coordinate all services for new staff and visitors to ensure an excellent first impression • Facilitate induction of new staff and ensure proper mentoring support • Monitor the work contribution of all staff according to the model used in the School • Maintain databases relating to academic and professional achievements by the School staff • Support the performance management process • Assist in planning and facilitating staff development and welfare activities • Assist in all administrative, contractual, and disciplinary matters relating to human capital management
5.	MONITORING OF PHYSICAL RESOURCES	<ul style="list-style-type: none"> • Identify physical resource requirements to support the School's strategic goals and future direction • Monitor working environment and facilities in the School • Collaborate with all stakeholders to ensure maximum space utilisation
6.	STUDENT SERVICES	<ul style="list-style-type: none"> • Develop a mechanism for working together with the Student Operations Unit in providing customer-focused student services • Ensure effective response to all student enquiries and appeals
7.	BUSINESS DEVELOPMENT AND COMMUNICATION	<ul style="list-style-type: none"> • Develop a mechanism for working together with the Business Development and Communication (BDC) Unit in relations to marketing and student recruitment matters • Ensure accuracy of information about the School and its programs contained in publicity materials (brochures, Web pages, etc.) • Ensure that reports on the School's activities feed into various BDC initiatives
8.	OCCUPATIONAL HEALTH AND SAFETY	<ul style="list-style-type: none"> • Ensure compliance with all University and statutory occupational health and safety requirements
9.	LEADERSHIP	<ul style="list-style-type: none"> • Leadership in the creation of an effective, efficient, and professional general staff team • Develop, implement and review School administrative procedures

KEY RESPONSIBILITY AREAS		
10.	OTHER	<ul style="list-style-type: none"> Undertake projects and duties as assigned by the Head of School or the Associate Heads in consultation with the Head of School

SECTION C: Key Selection Criteria

The application should include a separate document addressing each element of the Key Selection Criteria, describing with evidence, how the applicant fulfils the essential and desirable criteria.

Qualifications / Educational Backgrounds: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential/ Highly Desirable / Preferable
1.	Graduate degree in an academic/professional field related to the School's academic programs, from a recognised institution	Essential
2.	Postgraduate certificate/diploma/degree in an academic/professional field related to the School's academic programs, from a recognised institution	Desirable

Experience / Knowledge / Attributes: Required by the incumbent to successfully perform the positions key responsibilities.		Essential/ Highly Desirable / Preferable
1.	Proven ability to implement policy successfully within an organisational context	Essential
2.	Advanced interpersonal skills demonstrated through an ability to motivate, persuade, and negotiate with multiple stakeholders	Essential
3.	Highly developed oral and writing skills (in English) demonstrated through experience in presenting complex information and producing periodic management reports	Essential
4.	Highly developed analytical and problem-solving skills	Essential
5.	Computer skills in office applications and management information systems, to prepare and analyse data and generate management reports	Essential
6.	Demonstrated ability to provide constructive feedback in the context of performance review and management	Desirable
7.	Demonstrated ability to manage significant financial, human, physical, and IT resources to achieve strategic and operational goals	Desirable
8.	Experience in providing leadership and direction to staff to achieve organisational goals	Desirable

Swinburne Attributes:

Our attributes inform the selection process; however, a written response to the attributes is not required. The attributes are:

Building Organisational Capability	Demonstrates Personal Integrity	Manages Change Effectively
Builds Relationships	Drives Service Excellence	Provides Educational Leadership
Creates a Learning Environment	Exhibits Entrepreneurial Skills	Sets Direction

Further Information:

Further information is available from Andrea Sim, Manager, Human Resources at telephone 082-416353 ext. 8756, fax 082-260821, email asim@swinburne.edu.my

Applications:

Applications should include with their application a detailed CV summarising qualifications, experience and other matters considered relevant to the application.

The University has a policy requiring successful applicants to produce evidence of all formal qualifications at the time of commencing employment.

I accept the Position Description as stated above and that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position grade and category, and consistent with the purpose for which the position was established.

Name:

Date:

Signature: