

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles, values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

UNIVERSITY OF NEW ENGLAND

POSITION STATEMENT

SCHOOL/DIRECTORATE: School of Arts within the Faculty of Arts and Sciences

POSITION TITLE: **School Resource and Projects Coordinator**

REPORTS TO: Head of School

CLASSIFICATION LEVEL: Proposed at HEO Level 6

DATE CLASSIFIED:

DIMENSIONS OF POSITION:

The Faculty of Arts and Sciences consists of the Schools of Arts; Behavioural, Cognitive & Social Sciences; Environmental & Rural Science; Humanities and Science & Technology employing approximately 200 academic, 27 administrative and 40 technical Staff.

The School of Arts consists of the disciplines of English, Communication Studies, Theatre Studies, Chinese, Japanese, Indonesian, French, German, Italian and Music. It has several major diverse projects that require extensive management within the School as well as coordination with other sections of the Faculty and University, and with external educational institutions in Australia and overseas. Further project development is expected, including the development and re-design of courses for new or expanded graduate and undergraduate student markets.

This senior administrative role provides policy and procedural advice to the Head of School on the management of all School resources (including physical assets, financial and human resource matters). Within the School of Arts, the role is responsible for the management of a range of complex project-based functions associated with evolving entrepreneurial activities within the School. The role maintains close liaison with the Head of School and the Faculty's Resource Manager, as well as staff from other Schools, Faculties, the University's Central Administration and organisations outside the University to ensure compliance with protocol and deadlines, and consistency and seamlessness of processes.

POSITION OBJECTIVES:

Manage and oversee the administration of all resource-related matters, providing advice and support to the Head of School in relation to the ongoing financial status of School budgets; the physical, financial and staff support needs within the School. The role provides specialist resource-related University and Faculty policy and procedural advice to School academic staff and students, and School-related resource advice to the Faculty Resources Manager. With a focus upon School resources and entrepreneurial projects, provide specialist support/advice to a range of School Committees.

DUTIES:

The following duties will be carried out under general direction from the Head of School:

(A) Administration of the School's resources:

- 1. Provide planning and policy advice to the Head of School in relation to the administration of the School's resources.**
- 2. Provide leadership in the application and interpretation and effective implementation of resource-related University and Faculty policies and procedures within the School.**

3. **Consult and liaise regularly with the Faculty's Resources Manager**, on School's resources
4. **Administration of the School's financial resources:**
 - a) Contribute to budget planning and development
 - b) Manage the School's financial resources
 - c) Report on School's performance against budget
 - d) Monitor research, special grants, external income and postgraduate student allowances.
 - e) Coordinate/ manage the School's student support funding
5. **Administration of human resource (staffing):**
 - a) Collate daily attendance sheets for all general staff and file these, noting details of any action taken. Follow up discrepancies.
 - b) Complete/ monitor casual appointment forms/timesheets to ensure appropriate rate in line with budget allocations. Implement and review procedures for monitoring casual appointments across different state and interstate locations. Follow up discrepancies.
 - c) Managing processes for tracking the movement of staff across diverse projects and localities, according to different academic calendars and schedules.
 - d) Prepare monthly staffing attendance report for Head of School
 - e) Coordinate permanent/casual/ temporary general staffing needs of the School
 - f) Continuously update the School's academic workload database
 - g) Coordinate selection process for academic staff within the School
 - ~ Oversee interview scheduling of candidates
 - ~ Collate paperwork for selection committee and oversee distribution
 - ~ Ensure successful/unsuccessful candidates have been notified by Head, Selection Committee
6. **Administration of the School's physical resources/assets:**
 - a) Assist with management of the physical resources of the School, liaising with UNE Directorates
 - b) Undertake duties/responsibilities associated with the Risk Management (Manager) role, found at: <http://www.une.edu.au/risk-management/risk-management.php>
 - c) Preparation of annual asset report
 - d) Maintenance of School asset register, including:
 - ~ Tracking
 - ~ Serial numbers
 - e) Disposal of assets
6. **Coordination and preparation of cost benefit analysis for proposed changes in the School, which may involve**
 - a) Submission of appropriate material to Management
 - b) Provision of subsequent follow-up/ supporting material or negotiation as required

(B) Project coordination and management

1. **In collaboration with the Head of School and other senior academic staff from within the School, identify and realise new project opportunities**

2. **Draw upon School-specific knowledge of disciplines and their suitability to generate new projects** in the changing regional and broader educational environment, centred on the strategic development of the School.
3. **Manage and develop projects to reach new/expanded student markets**, both on and off-shore. This can involve:
 - a) Preparation of summaries/recommendations for project initiatives to Head of School
 - b) Provide advice to the Head of School on project needs and issues and the equitable allocation of resources.
 - c) Undertake research within broad policy and educational and legislative frameworks.
 - d) Drafting of internal/external expressions of interest
 - e) Production of progress and summary reports on projects for further action in and beyond the School
 - f) Publication/promotion of projects and attendance/involvement with stakeholder meetings.
4. **Lead, develop and implement administrative systems to enable the integrated operation of multiple projects.**
5. **Maintain oversight of multi-directional information flows**, ensuring communication with personnel associated with projects in a range of different areas both within the University and externally.
6. **Manage and monitor complex School-level operations associated with projects** – including entrepreneurial, cross Faculty and international partnerships and articulated programs in external or modified modes
6. **Respond to a range of enquiries from staff and contractors from a variety of sources, working on projects** across different educational sectors and external organisations.

(C) Contributions as a member of the School's administrative team

1. **Support to the Head of School:**
 - a) Provide specialist project management support to the Head of School, advising and providing ongoing updates on project needs and issues, including
 - ~ Allocation of resources
 - ~ Researching background materials
 - ~ Analysis, costing and reporting of data
 - ~ Preparing summary recommendations and/or proposals
 - b) Coordinate information and records relating to the School, as appropriate, which may include:
 - ~ Reading and redirecting, collating and prioritising correspondence as required
 - ~ Maintaining a log-in and follow up system for correspondence, liaising with Faculty/ Secretariat/ Central admin to ensure timely responses and deadlines are met
 - ~ Utilising judgement to ensure all relevant mail is attended to during staff absences
2. **General administration**
 - a) Discussing and sharing workload as required, with the School Academic Coordinator and other admin staff as appropriate.

- b) Coordinate/ oversee distribution of business papers for School Committees
- c) Be aware of the University's policies and procedures relating to EEO, Risk Management, Records Management (TRIM), OHS and QA as they relate to this position.
- d) Any other duties which may be requested by the Head of School, appropriate to this position and classification level, as required.

QUALIFICATIONS AND SELECTION CRITERIA:

1. A degree with relevant experience; or extensive experience and specialist expertise within an academic or higher education environment.
2. Demonstrated understanding of the role of higher education administration.
3. Previous experience in managing the administration of projects within the workplace.
4. Demonstrated experience in the application and interpretation of policy or procedures, and of providing recommendations or advice accordingly
5. Demonstrated ability to apply substantial financial management knowledge and prepare/interpret financial reports.
6. Demonstrated ability to problem-solve and think strategically, applying knowledge of local policies/procedures and experience to a range of both regular and irregular circumstances.
7. Ability to redefine local procedures to meet changing needs of the workplace.
8. Demonstrated excellent organisational skills with the ability to maintain accuracy and attention to detail.
9. Demonstrated understanding of the impact of change within the workplace, and of the impact of local changes to procedures or work practice, upon other/interrelated work areas.
10. Demonstrated experience in the research, analysis and interpretation of proposals.
11. Excellent written, oral and interpersonal skills, including the ability to relate well to a wide cross-section of the work and wider community.
12. High level of skills and experience in the use of word processing, spreadsheet and database software
13. Awareness of OH&S, risk management, quality assurance, records management and EEO principles as they relate to this position.

Signature: _____
Head of Cost Centre

_____/_____/_____
date