

POSITION DESCRIPTION

School Manager

Reports to:	Head of School - Te Kura Toi School of Arts
Division:	Te Wānanga o Ngā Kete the Division of Arts, Law, Psychology and Social Sciences (ALPSS)
Tenure:	Permanent
Location:	Hamilton
Date:	April 2026

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive studenty experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

Te Wānanga o Ngā Kete the Division of Arts, Law, Psychology and Social Sciences (ALPSS) is a large and dynamic Division that includes Te Kura Toi the School of Arts, Te Kura Whatu Oho Mauri the School of Psychological and Social Sciences, and the School of Law, Politics, and Philosophy. The Division also has two research institutes: Te Ngira the Institute for Population Research (IPR) and Te Puna Haumaruru the New Zealand Institute for Security and Crime Science (NZISCS).

The School of Arts delivers high-quality teaching across undergraduate and postgraduate programmes, alongside experiential learning opportunities that connect students with real-world contexts. The School maintains a strong research profile, supporting both established and emerging scholars to undertake innovative, interdisciplinary work that informs teaching and contributes to wider academic and community conversations.

The School also encompasses a growing focus on design, strengthening applied research and expanding opportunities for creative practice and industry engagement and upholding Te Tiriti o Waitangi for positive impact.

2. POSITION PURPOSE

The School Manager will be responsible for overall School management including academic administration, admissions and EFTS, and public relations including marketing and recruitment. The role will facilitate strategic planning, manage and be responsible for the coordination of budgeting and financial matters, business continuity, planning, building and facilities, computing services, human resource processes, and health and safety. The role includes the operational management and supervision of School professional staff.

The School Manager will provide high quality advice and information to the Pro-Vice Chancellor (PVC), Head of School, Dean of Faculty, and senior management team to aid strategic business decisions, enhance and implement policies, systems and procedures which assist with the Division strategic and financial goals to achieve outstanding educational, research and financial outcomes.

3. FUNCTIONAL RELATIONSHIPS

Internal: Head of School
Pro Vice Chancellor, ALPSS
Dean of Faculty
School staff
Division Director, ALPSS
School Managers in Division and
University Other Division Staff,
ALPSS
Other University staff
Students

External: General public
Visitors
Clients and service providers

4. KEY RESPONSIBILITIES

Having regard to the aims, objectives and long-term strategic goals of the School, Division and University:

4.1 Management of School Professional Staff

- Provide line management to professional staff within the School including administration of sick and annual leave, staff development and training, salary review recommendation, General Staff Salary Review, assisting with recruitment and assisting in disciplinary matters, disputes and conflict resolution as required.

4.2 Support School Strategic Development and Growth

- Monitor and report to the Head of School on EFTS trends and developments within the subjects of the School and relevant sectors.
- Support strategic decision making on recruitment, enrolments, retention, and financial targets by gathering, analysing, and summarising information as requested by the Head of School.
- Advise on the development of the marketing and public relations functions of the School in conjunction with the Head of School and relevant Division Office Professional Staff.
- Assist and develop key School Events in conjunction with the Head of School, relevant School Committees, and relevant Division Office Professional Staff.

4.3 Financial Management

- Draft the School budget, including staffing budget plan in consultation with the Head of School.
- Draft the capital expenditure (Capex) plan in consultation with the Head of School.
- Oversee the financial management of School resources, including budgeting for equipment and other expenditures, in consultation with the Head of School and academic staff. Oversee expenditure within the School, approving expenditure in accordance with delegations and overall coordination and management of the processing of staff reimbursements, P-Card purchases and staff P-Card administration for the school
- Determine budgets and prepare HR tasks in HCM Oracle Cloud for new continuing and fixed term teaching contracts and professional staff in consultation with the Head of School.
- Oversee use and management of casuals and sessional assistants.
- Monitor financial reports, salary recoveries and reconcile accounts, preparing journals as required.
- Attend regular meetings with the Division's Business Partner in Finance to assist in budget maintenance and forecasting. Monitor School financial performance against projected revenue, identification of potential opportunities for cost savings or income generation and early identification of problem areas and appropriate management responses.
- Support Academic staff to a high level and provide assistance with management and administration of research accounts.
- Provide a range of financial and policy development advice, in line with University guidelines and best practice.

4.4 Administration

- Ensure teaching related administration duties including prescriptions, calendar entries, paper and exam timetabling, exam grade entry, handbooks are finalised in time and meet university requirements.
- Ensure an effective and efficient filing system is used by administrative staff.
- Maintain knowledge of current university academic and administrative policies, procedures and plans as they impact and relate to the school.
- Provide advice and guidance on administrative matters to staff and students, including communication of university and school policies and procedures.
- Prepare agenda, attend and take minutes for School staff meetings and other committee meetings.
- Provide all necessary administrative support for School specific duties.
- Collaborate with relevant Division Professional Staff on issues and goals related to student enrolment and retention.
- Liaise and co-operate with relevant professional accreditation bodies as required for the School's accredited programmes.
- Develop and manage projects to innovate, improve, and streamline services within the School

4.5 Buildings, Space, and Capital Resources

- Proactive management of School occupied building facilities, including refurbishment work project management of some capital projects.
- Advise the Head of School and Pro-Vice Chancellor on the strategic use of space and the need for additional and/or reconfigured space.
- Responsible for the allocation of space and associated resources in the School.
- Exploring new or replacement equipment as required and providing a recommendation for purchase to the Head of School and Pro-Vice Chancellor.

4.6 Health and Safety

- Take all reasonably practicable steps to develop and maintain a safe and healthy work environment and continually improve systems and practice to achieve positive outcomes.
- Undertake line manager health and safety responsibilities as set out in the University's Occupational Health and Safety Policy.
- Participate in the maintenance of a safe and healthy work environment for self and others.

4.7 Team Contribution

- Work effectively as a member of the School team to support other team members and provide support and/or coverage of functions.
- Work collaboratively to encourage transparency across activities, open sharing of knowledge, and the building of positive relationships to support a high-performance culture.
- Work with other team members on projects.
- Support a positive culture and morale.
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy

4.8 Continuous Improvement

- Actively contribute to the ongoing development and improvement of systems and processes.

NOTE: Staff have an annual General Staff Salary Review (GSSR) meeting with their manager.

5. **PERFORMANCE STANDARDS**

The School Manager will be performing satisfactorily when:

- Effective support is provided to the Head of School in the overall management of the School's operational activities.
- Sound management of professional staff ensuring effective and efficient administrative/technical support is provided to staff and students.
- Professional staff are aware of the University policies, procedures, relevant work standards and statutory obligations, and are given information, supervision, support and training when required.
- Employment contracts meet all requirements of the School, Division and HR and correct employment processes are followed.
- The School's annual school budget and capital budget submissions are prepared to a high standard and with appropriate liaison.
- Expenditure within the School is routinely monitored and the budget is adhered to. The Head of School is kept informed regarding any possible or actual large variance details.
- Academic staff receive a high standard of support and assistance with management and administration of research accounts.
- Professional staff are aware of and meet the university timelines for the return of planning information.
- Appropriate and effective liaison with University and Division staff in respect of a range of issues, including budgets, expenditure, prescriptions, and enrolments.
- Accurate advice and guidance on administrative matters provided to staff and students, including communication of university and programme policies and procedures to staff and students.
- Accurate minutes for staff meetings, recording of School and Division policies and sound implementation of policies.
- Professional Accreditation requirements are met by maintaining current knowledge of standards, ensuring timely submissions, and aligning documentation with accrediting body expectations. Effective and efficient support provided to divisional administrative functions and committees and school staff occupying divisional level roles when required.
- Management of building space and capital resources aligns with the School's strategic goals by ensuring efficient use and proper allocation in consultation with the Head of School and Pro-Vice Chancellor.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- A tertiary qualification

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Advanced computer skills and the ability to quickly grasp new computer programmes.
- Demonstrated strong financial skills particularly budgeting and forecasting, monitoring and reporting.
- Familiarity with the School's academic programmes and research activities.
- Knowledge of undergraduate and graduate regulations that relate to the delivery of relevant courses.
- Knowledge of University regulations, policies, procedures, systems and databases.
- Highly developed interpersonal communication, writing and analytical skills.
- Demonstrated leadership and proven ability in office and staff management.
- Prioritisation and time management skills.
- Current full driver's license.

Preferred

- Familiarity with academic programmes and research activities.

PERSONAL QUALITIES

- Ability to work to deadlines, tolerate interruptions, and maintain performance and accuracy under pressure.
- The capacity to show initiative along with discretion, professional judgement and respect for confidentiality.
- Able to be proactive, analyse, solve problems and make decisions quickly and accurately.
- The ability to work in a dynamic environment.
- Adaptability to managerial changes.
- Approachable, professional, and courteous.
- Good negotiation skills and the ability to relate to a wide range of people from different cultures/backgrounds.
- Ability to work independently with a minimum of supervision, but also as a team member when required.
- Commitment to diversity principles and the University's partnership with Māori as intended by the Treaty of Waitangi.