

POSITION DESCRIPTION

School Manager

Reports to: Dean of Science

Division: STEM

Tenure: Continuing

Location: Hamilton

Date: January 2026

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive student 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 Pūtaiao the Division of STEM comprises the Schools of Engineering, Computing and Mathematical Sciences, and Science. The Division also has several research units, including the Environmental Research Institute and commercial/equipment units which embody staff and research activities.

Te Aka Mātuatua - School of Science provides teaching and research in several academic
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programmes including: Biomedical Science, Chemistry, Earth Sciences, Ecology and Biodiversity, Environmental Sciences, Marine Sciences and Molecular and Cellular Biology. The School offers a range of qualifications at undergraduate and postgraduate levels which are delivered on both the University of Waikato Hamilton campus and the Tauranga campus.

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 supporting health and safety. The role includes the operational management and supervision of School administrative professional staff.

The School Manager will co-ordinate and oversee administrative and management functions within the school, as described below, in liaison with the Dean of School. The appointee to this position will provide administrative support at all levels.

3. FUNCTIONAL RELATIONSHIPS

Internal:

Dean and Deputy Dean
Technical Manager
Pro Vice Chancellor, STEM
School staff
Division Director, STEM
School Managers in Division and University
Other Division Staff, STEM
Other University staff
Students

External:

Local industry partners
Public Research Organisations
Local High Schools

4. KEY RESPONSIBILITIES

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

Management of School Administrative Staff

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

Support School Strategic Development and Growth

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

- Assist and develop key School Events in conjunction with the Dean, relevant School Committees, and relevant Division Office Professional Staff.

Financial Management

- Contribute to development of the School budget in consultation with the Dean and Technical Manager.
- 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
- 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.
- Oversee expenditure from graduate student fund allocations.
- Support Academic staff with management and administration of research accounts.
- Provide a range of financial and policy development advice, in line with University guidelines and best practice.

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.
- Have oversight of, and contribute to, the development of processes and procedures to ensure that there is consistent behaviour throughout teams that focuses on student experience, efficient practices, and readily available resources for staff to guide actions.
- Ensure confidentiality of sensitive information is strictly maintained.
- 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.
- Arrange calendar invitations, 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.
- Manage projects to innovate, improve, and streamline processes within the School

Buildings, Space, and Capital Resources

- Proactive management of School occupied buildings and facilities.
- Advise the Dean on the strategic use of space and the need for additional and/or reconfigured space.
- Responsibility for the allocation of student space and associated resources in the School.

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. Contribute to the hazard management programmes.

Any other duties that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

NOTE: Staff have an annual ODR interview with their manager. New staff normally attend such an interview approximately three months after taking up their appointment.

5. PERFORMANCE STANDARDS

The School Manager will be performing satisfactorily when the above tasks are performed in an effective and timely fashion, particularly:

- Effective support provided to the Dean in the overall management of the School's operational activities.
- Sound judgement is exercised on: financial decisions within delegated authority; operational requirements of the school; handling of confidential and sensitive information.
- Appropriate management of administrative staff ensuring effective and efficient support is provided to staff and students.
- Professional administrative staff are aware of universities policies, procedures, relevant work standards and statutory obligations and 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 submissions are prepared to a high standard and with appropriate liaison.
- Expenditure within the School is routinely monitored, the budget is adhered to. The Dean 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.
- 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.
- 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 Dean and Pro-Vice Chancellor.
- Safe and healthy work practices are followed. University policies and procedures, relevant work standards and statutory obligations complied with.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- A qualification or equivalent professional experience.

Preferred

- A degree.

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Advanced computer skills and the ability to quickly grasp new computer programmes.
- Demonstrated experience in a demanding administrative position.
- Financial management skills particularly knowledge of budgeting and forecasting, monitoring and reporting.
- Familiarity with School's academic programmes and research activities.
- 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.

Preferred

- Understanding of School's academic programmes and research activities.
- Understanding of undergraduate and graduate degree regulations that relate to the delivery of relevant courses.
- Accounting skills and knowledge.
- Basic te reo Māori, or willingness to learn.

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 a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service.
- Commitment to equal opportunity and to the University's partnership with Māori.