

**UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA**

JOB DESCRIPTION

ROLE TITLE:	Programme Manager
DEPARTMENT:	Dodd-Walls Centre
SCHOOL / DIVISION:	Division of Sciences
REPORTS TO:	Director of Dodd-Walls Centre
DIRECT REPORTS (FTE):	2 FTE
INDIRECT REPORTS (FTE):	NIL

1. PRIMARY PURPOSE OF THE ROLE:

To support the Centre's programme of work to ensure the long-term goals of the Centre are met. This entails providing management and support to all aspects of the Dodd-Walls Centre including:

- Oversight of the management and administrative processes of the Centre.
- Tracking and integration all activities of the Centre and across partner institutions.

2. MAIN OBJECTIVES:

Support the Centre Director in ensuring the programme of work of the Dodd-Walls Centre, as defined through the university's contractual obligations with the Tertiary Education Commission (TEC), is being undertaken.

- Provide leadership to the Centre management team and administrators for all collaborative institutions.
- Provide management tools and support to the Centre including that best practice is followed and that all policies, procedures and processes are fit for purpose.
- Provide financial oversight and coordinate financial reporting for the host (Otago) and partner institutions. This includes forecasting and budgeting for the Centre.
- Produce annual reports and support the contracting process for the Centre.
- Provide support for the Executive, Governance and Advisory Boards for the Centre.
- Provide leadership and support for the QTA Programme of work.

3. KEY TASKS:

Centre Team Leader and Administration

- Training and support of Divisional Services Administrator (DSA) in conjunction with Director and Divisional Services Administration (DSA).
- Training and support of Business Support Coordinator/s in conjunction with the Director.
- Manage and oversee marketing and communication activities, including but not limited to:
 - Internal and external communications with staff, partner institutions, collaborators and external stakeholders.
 - Website maintenance, including sourcing new content.

- Create new marketing materials as needed in the Centre and coordinate and contractors to assist with this task.
- Sponsorship materials and arrangements.
- High level management of events e.g. annual symposium, summer school, conferences.
- Maintain and update postgraduate scholarship annual plan and promote these scholarships
- Maintain databases and remain current in the collection of data for reporting purposes.

Management

- Revise and maintain, or develop as necessary, policies and procedures and other management tools for the Governance Board and the Centre's Teams (For example: Executive Committee, Industry and Science Team, Governance Board and other Centre Teams.).
- Create, review and maintain processes to ensure that the policies and procedures are complied with.
- Ensure, where relevant, partner institutions follow the correct processes.
- Create a team culture with DSA and Business Support coordinator/s and work together to deliver on tasks.
- Act as point of contact for Board Members, DWC Staff, Partner Institutions, External Collaborators and Industry Partners, in conjunction with Centre administrators (where appropriate).
- Provide HR support for all staff and student appointments.

Financial

- Develop Annual Budgets for the Centre, in conjunction with the Centre Teams as appropriate.
- Maintain and evolve financial reporting from all partner institutions, in appropriate formats for Executive, Board and the funding body (TEC).
- Monitor financial payments and records, liaising with partner institutions as necessary.
- Work closely with the University's Divisional Accountants and Senior Financial Services Divisional Staff as appropriate to ensure the transparency of the Centre's financial reporting.
- Develop strong working relationships with the relevant finance staff at the partner institutions (including the assigned accountant at the University of Auckland as the largest partner) to ensure that the finance reports are robust and in line with the agreed/contracted budgets.
- Develop and maintain forecasts in line with the agreed budget undertaking quarterly reviews and initiating contract variations where appropriate.

Reports and Contracts

- Develop annual plans, budgets, forecasts and external contracts, including mid-term review, in conjunction with Centre and University Staff.
- Prepare reports for Board and Funding Body (TEC).
- Provide Support to Centre Teams for Reporting on their KPI's.
- Identify contractual issues (including required variations) in a timely manner and liaise with Research & Enterprise staff to ensure these are prepared and processed.

Strategic Programme Support

- Ex-officio (non-voting) Member of Science Team, supporting the research programme and ensuring the research is being undertaken in a manner that achieves KPI's agreed with the funder in line with the approved budget.
- Ex-officio (non-voting) Member or delegate of Industry team, supporting programme for commercialisation and outreach to industry.
- Ex-officio (non-voting) Member or delegate of Engagement team, supporting programme for educational outreach activities.
- Liaise with all Centre Teams to ensure activities are connected with each other and with the management and governance activities.

- Ensure administrative support for Centre teams is in place and effective.
- Create a strong working relationship with the Funding Body (TEC).

Executive and Board Support

- Ex-officio (non-voting) Member of the Executive Committee.
- Contribute to the preparation of the Governance Board agendas, including leading the finance discussions at the Board Meetings.
- Ensure that there is effective secretarial support for the Governance Board.
- Ensure activities of committees are coordinated with other Centre activities.
- Ensure appropriate administrative and management support is provided to Advisory Boards.
- Provide support to Board Members for all work related to the Centre.

4. KEY RELATIONSHIPS:

Internal

- Daily supervision (not line management) of: Divisional Services Administrator
- Daily supervision (not line management) of: Business Support Coordinator/s
- Director
- Deputy Director
- Staff and Students of the Centre
- Divisional Staff Sciences
- Other Staff of the University of Otago

External

- Board Chair
- Members of the Governance Board
- Administration and finance staff of Partner Institutions
- Domestic and International Partners of the Centre
- Member of the Science and Industry Advisory Boards
- Industry and Government contacts, including the funding Body (TEC)
- Subcontractors
- Research and Enterprise and the research Offices at Partner Institutions

5. EXPECTED OUTCOMES:

- Leadership and teamwork in providing management, administrative and governance support to members of the Centre.
- Focused professional advice and outputs in all aspects of the position.
- Development of policies, procedures and processes necessary for a Centre operating across multiple partner institutions.
- Regular reporting to Governance Board and Funding Body.
- Development of relevant documents in a professional and timely manner.
- Compliance with all relevant University and Funding Body policies and procedures.
- Oversight of all finances and contracts related to the Centre's funding.

6. PERSON SPECIFICATION:

Essential

- Demonstrated leadership and management ability.
- Financial systems knowledge and experience.
- Ability to budget and forecast.
- Marketing and website management experience.
- An understanding of research contracts and the ability to identify contractual issues.
- Knowledge of the research funding and tertiary education sector.
- Excellent communication skills (both written and verbal) and high-level skills in common business productivity software including Word, Excel, PowerPoint etc.
- The ability to interact effectively, tactfully and diplomatically with a wide range of individuals.
- A professional, accountable, proactive and service oriented approach that values teamwork and effective working relationships.
- The ability to act independently and as part of a team, and to deliver within set timeframes.
- A positive, can-do attitude to organisational change and complexity.

Preferred

- Management and service track record in a well-funded research centre or organisation in the higher education sector or R&D industry, probably with a higher degree qualification.
- Proven management ability in a complexly governed, multi-site business or enterprise.
- Financial systems knowledge and experience gained at a university.
- An understanding of Governance and meeting protocols.

7. SPECIAL REQUIREMENTS:

NIL

8. DIRECT BUDGET ACCOUNTABILITY:

- Oversight of financial management of the Centre.
- Responsibility to ensure that all purchase order requests are in line with the Centre's budget.
- Authority to order and sign off purchases and invoices of up to \$35,000.
- Sign off on larger items in conjunction with the Director.

9. MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

10. PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

11. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

12. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.