



POSITION TITLE	Manager, Conservatorium Open Academy
JOB PROFILE ID	MGO_HEO9_02_SJP
JOB CATEGORY	Professional
JOB FAMILY	Management and Operations
COMPENSATION GRADE	HEO9
MANAGEMENT LEVEL	19 Individual Contributor

POSITION DESCRIPTION SUMMARY

PRIMARY FUNCTION

The Manager of the Conservatorium Open Academy is responsible for overseeing all operations of the Open Academy unit. The position will provide leadership in the strategic development and advancement of the Open Academy in the longer term, and provide operational support to determine the most cost effective and artistically appropriate means to support the provision of outstanding continuing education and community engagement services.

The position manages the Open Academy team, including a large cohort of casual teaching staff, and liaises closely with a broad range of local and regional stakeholders and sponsors. The incumbent of the position will have highly developed organisational skills and be responsible for the management of significant resources. The incumbent will be required to work flexibly, including evenings and weekends as required and possible travel between teaching locations.

DECISION MAKING AND DELEGATIONS OF AUTHORITY

This position is autonomous and is responsible for providing leadership in relation to the operation, planning and management of the Open Academy. The position will oversee the development of strategic planning, and all aspects of the interface between the Faculty and the Open Academy community. The position is responsible for all day to day decisions on the operation of the unit including authorising the use of casual staff and expenditure of non-salary funds.

KEY RELATIONSHIPS

Relationships	Position Title
Supervisor	30422 School General Manager - Ms Adrienne Sach
Direct Reports	
Peer Relationships	Refer to the organisational charts in Workday to view peer relationships relevant to your role. Please Note- This option is only available to University staff.

RESPONSIBILITY DESCRIPTION

1. Lead the innovative development and strategic planning for community services and continuing education programs at the SCM through the Open Academy including our Parramatta and Camperdown locations.
2. Manage the implementation of agreed strategies, and oversee all operational aspects of the Open Academy unit. This involves working closely with the Faculty to ensure successful delivery of core programs and continued advancement of the Academy as a centre for progressive lifelong learning.
3. Work collaboratively with the Faculty, and partners (including industry partners) to build long lasting relationships. This involves articulating the value proposition of the SCM's continued support for the development of creative and viable community programs (workshops, courses and festivals).
4. Produce comprehensive business plans and work collaboratively with the Faculty management and finance team on the development of the budget and provision of information for the preparation of forecasts and state grant acquittal.
5. Manage staff and HR requirements within the Unit. This involves determining workload distribution, overseeing casual staff appointments and pay claims, recruitment of new staff, mentoring, and determining professional training and development needs including performance management.
6. Develop and successfully implement student recruitment strategies including the effective promotion of services, courses and opportunities offered to students by the Conservatorium Open Academy to enhance general public awareness and revenue streams.
7. Research, develop and implement a school liaison program promoting the SCM through relationship building with schools across NSW; involvement in concerts, masterclasses, study days, tertiary ensemble visits, and liaise between internal and external client groups to bring a central focus to the SCM links with schools.
8. Work collaboratively with the faculty and relevant stakeholders to develop nationally and internationally recognised festivals, conferences and workshops within an integrated strategic framework. This includes generating key links with sponsors, artists and professional bodies, and providing organisational and administrative support.
9. Manage the relationship between the NSW Regional Conservatoriums (17) and the SCM with a view to identifying opportunities for collaboration and provision of support to the network.
10. Other appropriate duties as required by the Faculty

EDUCATION

Education

Other - An equivalent combination of relevant training and experience

Only one Field of Study needs to apply. The Education requirements should be considered in conjunction with the Work Experience requirements.

CERTIFICATIONS

Certifications

SKILLS

Skills

Ability to Communicate Effectively

Computer Literacy.

Critical Thinking and Decision Making

Excellent project management skills and the ability to work to deadlines across a number of projects simultaneously.

Familiarity with NSW, national and International secondary/tertiary music education community with particular reference to Asia.

Knowledge of university policies and procedures and administrative processes within a tertiary environment

Negotiation and Influencing.

Organisation and Time Management.

Strong leadership and proven facilitation skills with the ability to influence and collaborate across a broad spectrum of internal and external agencies including schools.

WORK EXPERIENCE

Work Experience

Establishing, monitoring and reviewing administrative procedures.

Experience in a senior relationship management role, ideally in an arts-related industry.

Financial management experience, including budget management.

Operational management

Proven management experience with multiple stakeholders, demonstrated flexibility and experience of adapting to changing circumstances and environments and, when necessary, navigating through ambiguity

Staff supervision, training, mentoring and performance management experience.

CAPABILITIES

Priority Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Communicates with impact	Interacts with others clearly and effectively, using respectful verbal and non-verbal communication for the benefit of our students, staff and the communities we serve	INT
Displays adaptability	Remains committed and persistent in the pursuit of goals, maintaining composure and professionalism, regardless of changing circumstances.	INT
Takes accountability	Takes accountability for own actions and contributes to an inclusive, psychologically safe and high performance culture where people are inspired to thrive and realise their potential.	INT
Takes action	Takes initiative, achieving results through a commitment to excellence and quality outcomes for the University, Australia and the wider world.	INT



Priority Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Thinks and solves problems	Makes informed and considered decisions by thinking critically and comprehensively to progress and enhance outcomes for the University.	INT
Priority Professional Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Actively manages opportunities, risks and issues	Actively manages opportunities, potential risks and uncertainties to achieving the strategic objectives of the University.	INT
Delivers service excellence	Understands customer needs and wants, both now and in the future, to agree, meet and manage service expectations and deliver an excellent service experience for University staff, students and the community.	INT
Financial accountability	Applies prudent financial management practices when undertaking tasks and makes decisions with a consideration of the short and longer term financial implications on organisational effectiveness, and the impacts on University staff, students and community.	INT
Fosters strong partnerships	Develops, sustains and strengthens internal and external relationships for the betterment of the University.	INT
Thinks and acts strategically	Understands the bigger picture and thinks conceptually and practically when making decisions and solving problems, aligning solutions with the University's strategic direction.	INT
Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Acts responsibly	Understands constraints and works to optimise value for the University by balancing safety, sustainability, risk, opportunity, and finite resources to deliver, directly or indirectly, on the objectives of the University.	FOU
Acts with courage, respect and integrity	Acts with honesty, demonstrating ethical and professional behaviour, with the courage to speak up for respect and integrity.	FOU
Collaborates with others	Builds networks, models collaboration and works effectively with others to encourage inclusivity and impact.	FOU
Contributes to the University	Shows an appreciation of the higher education sector and role of the University in the local and international community, supporting the University's strategy of excellence in research, education, engagement and student experience.	FOU
Displays cross-cultural understanding	Collaborates in an inclusive way demonstrating an understanding of cultural differences and how our views can shape the way we operate.	FOU
Excels in discipline, field or profession	Strives to develop and improve own proficiency and profile in areas of focus, creating a positive impact for the University.	FOU
Responds to changing contexts	Anticipates and monitors demand and develops considered responses to continually improve student, staff and community outcomes	FOU
Strives to learn	Exhibits a commitment to continuously learn, having the courage to embrace new practices, behaviours and mindsets and be open to new ideas and perspective.	FOU