

Position Description – Manager, Operations

Updated 16/5/2024

| POSITION DETAILS | |
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| College/Portfolio | College of Business, Government and Law |
| Organisational Unit | Flinders Factory of the Future |
| Supervisor (Title) | Principal Manager, Flinders Factory of the Future |
| Classification | Higher Education Officer Level 9 |
| Employment Type | Full Time, Fixed-Term |

| POSITION SUMMARY |
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| <p>Under broad direction, the Manger Operations will play a key role in the establishment and management of the Flinders Factory of the Future.</p> <p>The Flinders Factory of the Future supports programs of innovative manufacturing technologies in shipbuilding and the supply chain, as part of a Flinders University and BAE Systems Australia joint research and technology facility. This position will be responsible for operational functions of the Facility, including management and oversight of resource planning and allocation, and engaged in partner management and research project development.</p> |

| UNIVERSITY EXPECTATIONS AND VALUES |
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| <p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University COVID-19 Vaccination Policy (2022). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.</i></p> |

KEY POSITION RESPONSIBILITIES

The Manager, Operations will be accountable for:

1. Providing management and direction to a team to successfully deliver project milestones and key performance indicators.
2. Planning and effectively managing project expectations by key industry and university stakeholders.
3. Collaborating with industry partners and university research technical and support staff for effective planning and execution of project tasks.
4. Ensuring WHS procedures and safe working procedures and risk assessments are regularly reviewed and updated, and that appropriate inductions, training and personal protective equipment is provided for anyone using equipment.
5. Preparing accurate project management reports for internal and external stakeholders.
6. Trialing and demonstrating applications of advance manufacturing technologies in shipbuilding.
7. Working with the Principal Manager, to provide management and expertise to foster strategic local, national and international relationships, collaboration and networks with a range of stakeholders including industry, government and other external organisations to improve project output.
8. Some out of hours work (including weekends) as well as rural SA, interstate and overseas travel, may be required.
9. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Postgraduate qualifications in a relevant field and relevant experience, or proven expertise in the management of human, financial and physical resources.
- Demonstrated experience in the effective establishment and management of a large research and/or training manufacturing facility.
- Demonstrated knowledge of advanced manufacturing processes including Industry 4.0.
- Substantial and successful experience in a management/leadership role, which includes leadership of a large complex multidisciplinary team.
- Demonstrated advanced project management skills with the sustained ability to establish and make effective contributions within the manufacturing industry nationally and/or internationally.
- High-level analytical skills and advanced experience solving complex problems requiring strategic thought and independent judgement.
- Demonstrated extensive knowledge and experience in the use of manufacturing technologies and the ability to lead others drawing on this experience.
- Demonstrated track record in attracting and implementing projects.
- Experience in managing research and innovation programs.
- Demonstrated high level written and oral communication skills, including the ability to write professional reports.