# Job Family Categories & Functional Heads

Functional Head Responsibilities:
- Controlling headcount growth for the functional area, by ensuring that any additional position being added to the headcount has been clearly justified
- Ensuring the existing service model for the function is maintained and remains effective
- Reviewing the position title and classification level proposed for the new position to ensure that these are appropriate and in line with other similar positions across the function

| Job Family | Job Family Functional Head Position | Job Family Functional Head | Position Examples |
|---|---|---|---|
| **Administration** | Chief Operating Officer | Bruce Lines | <ul><li>Admin Support Officer, School of Dentistry</li><li>Administration Officer, School of Public Health</li><li>Faculty Executive Director/Manager</li><li>Executive Support/Officer</li></ul> |
| **Advancement & Strategic Engagement** | Chief Executive, External Relations | Jessica Gallagher | <ul><li>Alumni Relations Officer</li><li>Planned Giving Officer</li><li>Fund Raising</li><li>Development</li><li>Events Support Officer</li><li>Community Engagement</li><li>Industry Engagement</li></ul> |
| **Business Development** | Executive Director, Innovation and Commercial Partnerships | Stephen Rodda | <ul><li>ThincLab Adelaide Innovation Hub Manager</li><li>Research innovation</li><li>Business Partnerships Specialist (Research Services)</li><li>Executive Director Partnerships & Engagement, ECMS</li><li>Strategic Partnerships Manager, Sciences</li><li>Business Development Managers</li></ul> |
| **Commercial** | Executive Director, Innovation and Commercial Partnerships | Stephen Rodda | <ul><li>Intellectual Property Manager, Adelaide Enterprise</li><li>Commercial Manager, Centre for Automotive Safety Research</li><li>Commercial Manager, School of Animal & Vet Sciences</li></ul> |
| **Finance** | Chief Financial Officer | Peter Prest | <ul><li>Finance & Planning Manager, Sciences</li><li>Discipline Finance Officer, Adelaide Medical School</li><li>Purchasing Officer</li><li>Management Accountants</li></ul> |

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| **Global Engagement** | Pro Vice-Chancellor (International) | Jacqueline Lo | • International Agreements Support officer<br>• Admissions Port Manager, International<br>• Country Manager<br>• Regional Manager<br>• Prospect Enquiry Agent |
| **Governance** | General Counsel Executive Director, Legal and Risk | Marc Davies | • Council Secretariat roles<br>• Legal Counsel<br>• Legal Compliance<br>• Risk and Insurance Officer<br>• Copyright Officers<br>• FOI Officers |
| **Human Resources** | Executive Director, Human Resources | Paula Ward | • HR Officer, School of Animal & Vet Sciences<br>• HSW Officer, School of Biological Sciences<br>• Health, Safety & Wellbeing Officers<br>• HR Advisors<br>• HR Managers |
| **Infrastructure and Facilities** | Executive Director, Infrastructure | Virginia Deegan | • Accommodation Facilities Coordinator<br>• Property Manager<br>• Security Officer<br>• Facilities Manager, Waite<br>• Grounds Person, Waite Arboretum<br>• Services & Facilities Officer, Faculty of Sciences<br>• Energy Manager |
| **Library** | University Librarian | Sian Woolcock | • Library Officer<br>• Archives Officer<br>• Editor<br>• Records Services Manager<br>• Collections Officer |
| **Marketing & Communications** | Chief Marketing Officer | Benjamin Grindlay | • Campaign Coordinator<br>• Online Consultant<br>• Digital Communications Officer<br>• Digital Marketing Coordinator, Inst for Minerals & Energy Resources |
| **Planning & Analytics** | Chief Data & Analytics Officer, Planning | Daniel McHolm | • Manager, Performance Reporting<br>• Director, Planning & Analytics<br>• Data Analyst |

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| | | | • Business Analyst (data & performance reporting) |
| **Research** | Executive Director, Research Services | Dale Godfrey | • Manager, Research Collections & Systems<br>• Research Ethics Officer<br>• Research Contracts Support Officer<br>• Manager, Research Grants<br>• Post Award Contracts Officer<br>• Grant Development<br>• Research Support<br>• Research Training<br>• AGC<br>• Scholarship<br>• Faculty Research Development Manager |
| **Student Recruitment** | Chief Marketing Officer | Benjamin Grindlay | • ELC (English Language Centre) Administrator (Admissions)<br>• ELC Operations Manager<br>• Indigenous Future Student Advisor |
| **Student Support** | Executive Director, Division of Academic and Student Engagement | Martin McCarron | • Student Grievance & Conduct Advisor<br>• Outbound Mobility Officer<br>• Graduation Officer<br>• Accommodation  officer<br>• Student Services Officer<br>• Student Counsellor |
| **Teaching Support** | Pro Vice Chancellor (Student Learning) | Suzanne Le Mire | • Quality Support Officer<br>• English Language Teacher<br>• Manager, Educational compliance<br>• Learning Designer |
| **Technical Support** | Pro Vice Chancellor (Research Operations) | Bruce Northcote | • Microscopist<br>• Animal Technician<br>• Research Assistant, School of Computer Science<br>• Biometrics Officer, Sch of Agriculture, Food & Wine<br>• Lab & Workshop Manager, ECMS |
| **Technology & Digital** | Chief Information Officer | Beverley Wright | • IT Coordinator, Adelaide Medical School<br>• Tech Crew Technician<br>• Business Analysts (Technology Projects)<br>• Architect (IT/Technology Projects)<br>• Change Manager (IT/Technology Projects) |

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| | | | • Database Administrator<br>• Developer (IT/Technology Projects)<br>• Information Security Officer<br>• Project Manager (IT/Technology Projects)<br>• Support Officer (IT/Technology Projects) |
| **Vet Clinical** | Faculty Executive Manager | Mark Szolga | • Vet Clinicians<br>• Senior Stockperson (Piggery)<br>• Veterinary Nurse Equine |
| **Other** | Executive Director, Human Resources | Paula Ward | • SATAC<br>• ANZCCART<br>• Transition/Redeployment<br>*The "Other" category would be rarely used and only if it is determined that a position does not align to any other category.* |