



The Southern Academy for the Performing Arts

**SOUTHERN ACADEMY FOR THE PERFORMING ARTS (SAPA)  
JOB DESCRIPTION**

**Administrative Manager**

**SJD-2023-0106-ADM**

<b>TITLE:</b> ADMINISTRATIVE MANAGER	<b>POSITION STATUS:</b> CONTRACT <input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/>
<b>DEPARTMENT:</b> ADMINISTRATION	<b>SECTION:</b> HUMAN RESOURCE AND ADMINISTRATION
<b>REPORTS TO:</b> GENERAL MANAGER	<b>SUPERVISES:</b> HUMAN RESOURCE AND ADMINISTRATION COORDINATOR FINANCE AND ACCOUNTS COORDINATOR FACILITIES COORDINATOR ICT SPECIALIST
<b>INCUMBENT:</b>	<b>LOCATION:</b> SAPA SAN FERNANDO

**PURPOSE**

The Administrative Manager provides leadership and direction in the provision of efficient and effective administrative guidance to the organization in the areas of human resource management, finance and accounting, facilities and information technology. Provides high quality information to support decision making and meeting the needs of SAPA’s customers, clients, suppliers, and patrons. Ensures robust integrated management frameworks are operating effectively throughout the organization to enable achievement of annual and medium-term goals of SAPA Annual Work Programme and Budgets as well as its Statement of Intent.

**KEY FUNCTIONS**

**Management:**

- Provides integrity and/or operational data as appropriate to the General Manager for assimilation and for development of the Department/Section Strategic Plan.
- Develops with the General Management annual and longer-term objectives for the Administrative Services Department.
- Establishes with direct reports individual tasks and targets to be achieved within the designated time frames and/or cost/quality parameters.
- Assists in the preparation of budget for and administers the functions of the department with approval budget.
- Appraises the extent of task achievement by and the performance and potential supervision of contract staff under immediate supervision.
- Administers other established human resource, financial, legal and corporate management policies and procedures and monitors compliance by staff with these policies and procedures.

**Operational/Technical/Professional:**

- Oversees the efficient and effective service delivery of the Human Resource function ensuring that all employee relations, industrial relations, performance management, training and development and compensation management systems and processes are working effectively to deliver the organization’s strategic human resource management goals and objectives.



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- Oversees the financial and management accounting functions to ensure the effective maintenance of general ledger and other supporting source information, and the effective disbursement of financial information throughout SAPA.
- Oversees SAPA's compliance with organizational policies and procedures, relevant standards, relevant legislation and accepted industry practices. Ensures robust financial management, including monthly management and financial reporting, budgeting processes, analysis, compliance, and auditing.
- Ensures and evaluates the effectiveness of the monitoring and evaluation of reporting applications and strategies.
- Demonstrates compliance with all Health and Safety requirements (accident reporting, hazard management, PPE, training, audit & review, SOPs, etc.) and promotes an awareness of the responsibilities associated with the position as outlined in the organizations Health and Safety Systems.
- Oversees the effective performance of the Information and Technology (ICT) framework within the organization.
- Assures and measures the effectiveness of security access controls and creates awareness and related administration to create and maintain technology driven physical security infrastructure for ICT environment and protection of SAPA data and information.
- Drives, measures, and evaluates the alignment of information security governance with the business objectives, information security strategy including compliance measurement, deviations, and exemptions.
- Oversees technical support in the operations and maintenance of the ICT infrastructure. Oversees, schedules, and provides for the installation and support of personal computers and related software, monitoring of the operations of the organisation IT and networking infrastructure. Leads on the installation of computer room and networking infrastructure, responding to and addressing IT incident reports and requests for help.
- Drives technical and business leadership for Facilities, Property, Security and Fleet services and functions to ensure safe, efficient, and reliable operations in support of the strategic objectives of SAPA. Responsible for the overall maintenance of the physical infrastructure of the organisation to ensure the optimal operation and efficiency of office systems, and security of all persons, and the optimization of the working environment.
- Leads monitoring and evaluation of organizational progress towards forecasted intended results by assessing progress on periodical basis as well as ascertain impacts of departmental work through tracer studies and recommends refinements to design of projects and any lessons learnt.
- Analyzes progress of Administration department activities against budget utilization and report to the General Manager monthly.
- Develops objectives and work programs for the Administrative Department in conjunction with Coordinators, ensures that resources and efforts are committed to their achievement, within time and budget.
- Ensures that Administrative services are provided in a manner which is consistent, accurate and fair.
- Executes any other related duties as assigned.

### **KEY RELATIONSHIPS**

#### **Internal**

Liaises with Leadership and Management Teams, Sub Committees of the Board, All Departments.

#### **External**

Liaises with Government Authorities and Regulatory Bodies, External Consultants, Vendors and Suppliers.

### **PERSON SPECIFICATION**

#### **Education:**

- A Bachelor's degree in Human Resource Management or relevant degree from an accredited college/university.



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- Recognized certificate in Project Management is preferred.
- MBA would be a definite asset.

### **Experience:**

- A minimum of (7) years in a leadership role within an organization.
- Experience in Human Resources Management and in using HR systems.
- Experience in finance and accounts management, including budgeting, forecasting, monthly financial reporting, and audit compliance.
- Experience in managing facilities and services for a medium sized organization.
- Systems implementation, change management experience.
- Experience in Organizational Performance Management Systems.
- Experience in Monitoring and Evaluation Frameworks.

### **JOB COMPETENCIES:**

#### **Knowledge & Skills**

**Knowledge of:** Human resource management, information and communication technology, research and archiving, facility management, finance and accounting, change management, performance management.

- Leadership
- Communication (oral & written)
- Conflict Management and Resolution
- Problem Solving and Analytical Skills
- Decision Making and Problem Solving
- Business acumen
- Planning and organizing
- Relationship management
- Technical & Professional Skills

### **KEY ATTRIBUTES:**

- Attention to detail, requires being careful and thorough about details, recognizing the impact of decisions.
- Results oriented, requires establishing and maintaining challenging achievement goals and exerting effort toward mastering tasks.
- Ability to use applicable information technology and systems to meet work needs.
- Ability to analyze and recommend improvements in human resources, collect, and interpret information, apply criteria, and make recommendations.
- Strong interpersonal skills: ability to work with individuals at all levels of the organization.
- Ability to motivate, lead, develop and manage a diverse team.
- Ability to manage a wide range of differing functions within an organization.
- Managing high number of staff and high-volume financial transactions.
- Ability to handle complexity of managing staff security and welfare organization wide.
- Ability to sustain an organizational culture of continuous improvement.
- Strong ethical practices exercising sound judgement and confidentiality.

### **WORK ENVIRONMENT**

- This job operates in a professional office environment. This role routinely uses standard office equipment.