

# POSITION DESCRIPTION



## Finance

Chief Operating Officer Portfolio

## Business Analyst, Initiatives

<b>POSITION NUMBER</b>	0051931
<b>PROFESSIONAL CLASSIFICATION STANDARD/SALARY</b>	UOM8 - \$105,684 - \$114,389 per annum
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Minay Lodhiya Tel: +61 3 834 46460 Email: <a href="mailto:mlodhiya@unimelb.edu.au">mlodhiya@unimelb.edu.au</a> Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:  
<http://about.unimelb.edu.au/careers>

## **THE UNIVERSITY OF MELBOURNE**

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Advancing Melbourne', at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

## **CHIEF OPERATING OFFICER PORTFOLIO**

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University's budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of six sub-portfolios covering all areas of our operations.

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

## **CFO GROUP**

The Chief Financial Officer (CFO) Group provides financial expertise and leadership to ensure the University remains financially sustainable in the short and long term. It does this by:

- Developing and implementing financial strategy.
- Allocating financial resources efficiently and effectively to strategic and operational goals.
- Monitoring, analysing and assessing financial and business performance and position.
- Highlighting risks and opportunities and recommending or implementing actions.
- Ensuring value for money in commercial dealings.
- Ensuring compliance with relevant financial legislation and obligations

## **EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION**

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

## **ABOUT THE ROLE**

### **Position Purpose:**

The role of the Business Analyst Initiatives upholds the perspective of the CFO group while serving the University objectives through supporting the functional and University initiatives. It looks to drive solutions in enabling the University's vision and objectives.

The role will support key business initiatives enabling the University strategy. The position will provide:

- Insights, analysis and advice on University's opportunities and initiatives across the University.

- Look to leverage the University's financial strengths, address its financial weaknesses and explore opportunities or identify risks through scenario analysis, feasibility studies and other analysis which reflect business needs.
- Support and contribute to the delivery of projects to enable continuous improvement; and
- Provide expert technical and analytical input to initiatives from a financial and commercial perspective

The position will ensure an efficient and professional information flow and will develop and maintain collaborative relationships across the broader organisation and lead and contribute to the delivery of business and financial objectives through proactive involvement.

Reporting line: Associate Director, Business Initiatives and Performance

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: N/A

#### **Key Dimensions and Responsibilities:**

Task level: Significant

Organisational knowledge: Extensive

Judgement: Significant

Operational context:

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. OHS responsibilities applicable to positions are published at: <http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

#### **Core Accountabilities:**

- Contribute towards the development of a community of functional excellence for finance and establish, foster and maintain strong working relationships across the University.
- To contribute towards the delivery of University outcomes through the generation of University-wide strategies and targets
- Provide insights, analysis and advice on key initiatives undertaken by the CFO group
- Identify opportunities and risks through scenario modelling, feasibility studies, business case development and analysis across different initiatives and process improvement ideas
- Identify key financial metrics in collaboration with the budgeting and accounting team as required
- Input into the University budget and projections as required through analysis and insights

- Provide analysis and reporting of identified risks, opportunities and proposed solutions to address financial risks to the University.
- Maintain partnership with other Chancellery members, and peers within COO portfolio and academic divisions, to influence good practice and a priority setting process.
- Working with BIR and the CFO team to identify and develop standard reporting/ dashboards and BI solutions to inform strategic, operational and domain specific decision making at the University.
- Support and input into continuous improvement activities with the team to ensure services are delivered more efficiently, effectively and consistently across divisions
- Conduct scenario analysis and predictive modelling to aid decision making around key business drivers
- Perform other duties and analysis as required from time to time.

### **Selection Criteria:**

#### Education/Qualifications

1. The appointee will have relevant tertiary qualification in a relevant discipline and/or membership of a professional accounting body (ACCA, CA ANZ, CPA or equivalent) with proven and relevant experience in a similar role within a large and complex organisation; or an equivalent combination of relevant experience and/or education/training

#### Knowledge and Skills:

2. Ability to build and establish strong relationships and work collaboratively with individuals internal and external to the Faculty and University across all levels.
3. Ability to perform multiple activities relating to financial sustainability and objectives
4. Demonstrated track record of success in developing, implementing and monitoring Organisational performance.
5. Demonstrated capacity to think and plan strategically and to provide business planning, analytics, reporting and advice in a large complex organisation.
6. Very well-developed skills in analytical research, problem solving and conceptual skills including modelling, scenario and sensitivity analysis, and data acquisition and manipulation.
7. Demonstrated capacity for flexibility, agility and innovation, while maintaining commitment to achieving outcomes.
8. Excellent communication and interpersonal skills with the ability to liaise and influence a range of stakeholders across all levels and develop strong working relationships.
9. Advanced Microsoft Office skills with a high-level of expertise in Excel, including proficiency in financial modelling as well as creation and manipulation of pivot tables. Strong experience with PowerPoint.
10. Experience in large finance ERPs, ideally Oracle Hyperion Planning.

Desirable:

11. Demonstrated Organisational, administrative and project management skills with the ability to plan, co-ordinate and carry out tasks and projects through to completion to meet deadlines.
12. Knowledge of the higher education sector, University policies and relevant statutory regulations
13. Experience with business intelligence tools like, MicroStrategy, Power BI, tableau

**Other job-related information:**

The role may require occasional work outside of normal business hours