Office of the Dean  
Faculty of Science

Director – Strategy, Planning and Resources

POSITION NO 0033836

CLASSIFICATION SM2

SALARY Competitive salary package negotiated

WORKING HOURS Full-time

BASIS OF EMPLOYMENT Continuing

OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits

HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.

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

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Faculty of Science is seeking an accomplished leader for the position Director Strategy, Planning and Resources. The Director is a key leadership position and plays a critical role in the Faculty of Science in the delivery of its business operations and the achievement of its strategic and operational goals. The position reports directly to the Faculty Executive Director (FED) and provides high-level, strategic and expert advice to the Dean and Faculty leadership in support of strategy development and operational planning.

The Director will partner with Faculty leadership to prepare, deliver, and monitor strategic and operational plans that meet Faculty outcomes, including financial growth.

The primary focus of the Director is to oversee major Faculty and School initiatives and projects of strategic importance, including business case development, performance evaluation and business analysis to support evidence-based decision-making. The Director may also be requested to lead or contribute to other, complex ad-hoc projects that support Faculty strategy and efficacy.

The Director works closely with University stakeholders and is a key interface with the Chief Operating Officer Portfolio and Chancellery, advocating for the Faculty's needs as well as ensuring awareness of University-wide requirements. They are required to develop and maintain effective working relationships with colleagues across the University and ensuring that the Faculty’s interests are represented at the University level.

The Director manages the Faculty Engagement portfolio, which is slowly growing inline with the expanding Faculty.

At times when the Faculty Executive Director is unavailable or on leave the Director may be required to deputise for the FED, covering the full portfolio and/or specific projects and meetings.
1. **Key Responsibilities**

1.1 **STRATEGY, BUSINESS PLANNING AND OPERATIONAL PERFORMANCE**
- Working in partnership with Faculty leadership, oversee the development and implementation of the strategic and operational planning processes, monitor progress throughout the year, evaluate outcomes and make recommendations for change.
- Oversee the production of Faculty strategic documents and the ongoing oversight of the progress of all major strategic initiatives.
- Support Heads of School, School Operation Managers, Associate Deans and Business Unit leads to plan and direct the implementation of major strategic initiatives and projects within the Faculty.
- Manage the annual business planning process.
- Work closely with the Heads of School and other senior staff in the continuous improvement of the strategic planning processes, taking the lead in evaluating their effectiveness and making recommendations for change.

1.2 **BUSINESS ANALYSIS AND CONSULTANCY**
- Provide timely and accurate analysis and advice to the Dean, Faculty Executive Director and other Faculty leaders involving development of proposals and identification of business or policy requirements.
- Provide internal consultancy and project services to the Faculty’s seven academic Schools and Business Units to support major reviews, evaluation of teaching and research performance and revenue-generating initiatives. This includes, in partnership with Finance Business Partners, contributing to the development of business cases, financial risk assessments and scenario analysis and modelling.
- Work with the Chief Financial Officer Group including Business Analytics, Financial Accounting, Tax and Budgeting and University Decision Support teams, to design and develop reporting mechanisms at the program, course, Faculty and School levels to support performance monitoring.

1.3 **FINANCIAL MANAGEMENT**
- Partner with the Associate Director – Finance and Reporting, in the preparation of Faculty financial outlooks, annual budget and regular forecasts as well as provide high-level advice to the Dean, Faculty Executive Director and Heads of School for the realisation of strategic objectives and financial sustainability and growth.
- Collaborate with the Associate Director – Finance and Reporting, in the development and effective management of the School budgets, forecasting and student modelling.
- Partner with the Associate Director – Finance and Reporting to actively contribute to the development of strong financial management capabilities, and strategic financial practices across the Faculty.

1.4 **RISK MANAGEMENT**
- Lead and manage the Faculty’s compliance with the University’s risk management framework and policies including but not limited to the risk register and management of the Business Continuity Plan.
1.5 **LEADERSHIP**

- Foster a safe working culture which is fun, positive and encourages continuous improvement and collaboration
- Provide a strategic vision, build and nurture positive and productive relationships and drive innovation to ensure the Faculty is delivering on outcomes and priorities
- Through excellent relationship management, support the interface between the Chief Operating Officer Portfolio and the Faculty
- Build relationships and partner with senior management of the Faculty and senior professional managers to support strategic, business and operational best practice
- Collaborate with functional areas and experts across the University in the development of systems, processes, and best practice that meets the Faculty and University’s requirements

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**2. Selection Criteria**

2.1 **ESSENTIAL**

- Substantial management experience in a large and complex organisation with an emphasis on strategic and financial management
- Demonstrated strategic leadership and experience in formulating and delivering strategic plans, aligning organisational strategies, and balancing resourcing demands, preferably within a complex environment
- Demonstrated financial, workforce and broader resource management skills in a complex business environment including high-level budgeting and the capacity to analyse and interpret non-cognate data, infer outcomes, and devise strategies to address performance outcomes
- The ability to build trusting and productive relationships with stakeholders with diverse needs, perspectives, and priorities in a large and complex organisation and to manage conflict and/or sensitive issues with discretion and respect
- Excellent interpersonal and communication skills with a proven capacity to influence and negotiate at senior levels, to represent the Faculty at University meetings, committees and forums and effectively communicate analysis and provide advice to senior management
- Experience in effectively implementing major projects, including a proven ability to work within constraints to achieve outcomes
- Demonstrated ability to perform and/or supervise multiple activities while operating in an ambiguous environment, with a focus on identifying future risk and implementing mitigation strategies
- High level project management skills with demonstrated ability to balance competing priorities and/or deadlines in a dynamic organisational setting

2.2 **DESIRABLE**

- A detailed understanding of the legislative and regulatory frameworks that apply in higher education as well as an understanding of current issues in University operations.
- A broad awareness of the University of Melbourne’s strategic and operational objectives including Advancing Melbourne.
3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Director operates under the broad direction from the Executive Director and Faculty Dean but is expected to work with a high level of autonomy and independence and has significant responsibility for the delivery of strategy and major initiatives.

The Director requires the ability to work independently, be self-motivated, prioritise workloads and plan ahead. The incumbent is responsible for sharing expertise and resources and working closely with Executive Director.

Working under the broad direction of the Executive Director and the Dean, the performance of the incumbent will be measured against the achievement of set targets and business objectives.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Director will have highly advanced strategic, conceptual, analytical and problem-solving skills. The Director requires outstanding diplomacy, judgement and highly developed problem-solving skills. This will include being able to successfully develop and implement complex projects that integrate relevant University policies and necessary external requirements. The role requires a significant level of creative planning and application, personal judgement, and professional conduct to work positively as the leader of a team within a fast-paced environment.

The incumbent is required to identify and develop opportunities, as well as initiate and deliver appropriate recommendations for the Faculty.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

This role requires deep subject matter expertise, extensive professional knowledge and experience with the development and implementation of strategies, policies and programs that assist Faculty performance within the University of Melbourne. The incumbent must maintain a deep understanding of the University’s organisational structure, operating model, and policies. The incumbent ensures that Faculty strategy and operational plans and their component parts are appropriately connected and complementary to other University-wide strategies and initiatives.

3.4 RESOURCE MANAGEMENT

The incumbent will lead and motivate a small team of professional staff ensuring that services are delivered at a high standard. The incumbent is also required to be able to solicit cooperation from staff that do not report directly to this position, which requires a consultative style, and an ability to build common respect and understanding.

3.5 BREADTH OF THE POSITION

The position acts across the Faculty, University with and external partners over a range of complex issues and projects; and with academic and professional staff at a range of levels. The complexity of operating and governance environments and the need to proactively manage risks means that the position has University-wide impact in key result areas.
4. **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.

5. **Occupational Health and Safety (OHS)**

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:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

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

6. **Other Information**

6.1 **SCIENCE**

http://www.science.unimelb.edu.au

Science at Melbourne is a global leader across fundamental and impactful scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food & Ecosystem Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics and Veterinary Science.
This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees, enrolling more than 11,500 undergraduate and 3,750 graduate students.

We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty’s focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, teaching and serve diverse national and global communities.

As a Science community we sit across five of the University’s campuses – Parkville, Dookie, Burnley, Creswick and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Melbourne Energy Institute, Melbourne Biodiversity Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and the Indigenous Knowledge Institute and home to numerous Centres.

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

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers

6.3 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.
We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance