

# POSITION DESCRIPTION



Chief Financial Officer Group  
Chief Operating Officer Portfolio

## Strategic Advisor

### POSITION NUMBER

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### PROFESSIONAL

### CLASSIFICATION

UOM 8 - \$119,752 - \$129,607 per annum (pro rata for part-time)

### STANDARD/SALARY

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### SUPERANNUATION

Employer contribution of 17%

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### WORKING HOURS

Full Time (1 FTE)

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### BASIS OF EMPLOYMENT

Fixed term available for 12 months

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### HOW TO APPLY

Go to <http://about.unimelb.edu.au/careers>, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.

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### CONTACT

Maddie Hanover

### FOR ENQUIRIES ONLY

Email [maddie.hanover@unimelb.edu.au](mailto:maddie.hanover@unimelb.edu.au)

*Please do not send your application to this contact*

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

## **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 functions relating to the University's finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.

The COO Portfolio is comprised of seven sub-portfolios:

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

### **CHIEF FINANCIAL OFFICER GROUP**

The Chief Financial Officer (CFO) Group's core objective is to advance University strategy through financial leadership and innovation, strategic sourcing and contracting.

**Strategic Financial Initiatives** (SFI) sits within the CFO Group portfolio and is focused on driving the financial sustainability and supporting the University's growth and long-term vision. This is achieved through the provision of leadership, strategic advice, consultation and insights on financial performance, sustainability and finance transformation to enable the delivery of initiatives across the University.

### **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 Strategic Advisor is a key member of the Strategic Financial Initiatives (SFI) team within the CFO Group, focused on driving financial transformation, operational improvement, and evidence-based decision-making across the university. This role involves close collaboration with the CFO Group and various stakeholders to support the identification, development, and implementation of strategic initiatives that enhance the efficiency, effectiveness, and overall performance of the university.

In addition to fostering collaboration, the Strategic Advisor conducts in-depth financial and operational analyses to provide actionable insights that support informed decision-making. This includes developing models and reports that clearly illustrate the impacts of financial and non-financial decisions, tailored to various audiences. By translating complex data into clear recommendations, the Strategic Advisor empowers stakeholders to make informed decisions that enhance operational effectiveness and efficiency across the university.

**Reporting line:** Manager, Strategic Advisory

**No. of direct reports:** 0

**No. of indirect reports:** 0

**Direct budget accountability:** N/A

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

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

**Core Accountabilities:**

- Provide in-depth analysis and insights to stakeholders within and external to the CFO Group to support evidence-based decision making, develop modelling and reporting demonstrating holistic impacts of financial and non-financial decisions across the university, and translate complex data and concepts into clear insights and recommendations for various audiences.
- Support development and delivery of transformation and improvement initiatives in partnership with broader CFOG team, including collaboration across the university to identify, prioritise and implement initiatives that align with broad university ambitions.
- Support the development of best practices and performance measures to enhance efficiency, optimise operations and identify opportunities across the university.
- Engage with diverse stakeholders across the university to understand needs and challenges and organise and participate in workshops and meetings to gather input, map processes and understand stakeholder requirements as inputs into larger financial transformation and improvement initiatives.

**Selection Criteria:****Education/Qualifications:**

1. A higher education qualification in a relevant discipline 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.
2. (Optional) Membership of a professional accounting body (ACCA, CA ANZ, CPA or equivalent).

**Knowledge and skills:**

3. Demonstrated ability to conduct in-depth analysis and provide actionable insights that support evidence-based decision making.
4. Demonstrated experience in developing reporting, materials and other communications that demonstrate financial and non-financial impacts of decisions across an organisation, with the ability to tailor detail for various audiences, including senior non-financial stakeholders.
5. Proven track record in planning, managing and implementing complex projects related to transformation and/or improvement initiatives.
6. Strong organisational skills and project management skills, including development of plans, timelines and resource allocations.
7. Exceptional interpersonal and communication skills, with the ability to engage effectively with diverse stakeholders at all levels.
8. Ability to contribute to strategic planning processes by anticipating future needs, identifying trends and proposing solutions that align with broader university ambitions.

**Desirable:**

9. Experience with Workday Adaptive Planning would be an advantage – as would knowledge of large Enterprise Resource Planning (ERP) systems like Workday.
10. Familiarity with the higher education sector and university policies would be beneficial but is not a pre-requisite.

**Other job related information:**

- This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.