

POSITION DESCRIPTION



Chief Financial Officer Group
Chief Operating Officer Portfolio

Quantitative Analyst

POSITION NUMBER

PROFESSIONAL

CLASSIFICATION

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

STANDARD/SALARY

SUPERANNUATION

Employer contribution of 17%

WORKING HOURS

Full Time (1 FTE)

BASIS OF EMPLOYMENT

Continuing

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.

CONTACT

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FOR ENQUIRIES ONLY

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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

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 Quantitative Analyst will be a key member of the Analytics and Modelling team, that forms part of the Strategic Financial Initiatives (SFI) team within the CFO Group. The Analytics and Modelling team's mission is to unify financial and other datasets to develop advanced models, analytics and scenarios, focusing on financial sustainability, growth and efficiency to support the University's long-term strategy.

The position will work closely with key stakeholders across the CFO Group, faculties and Chancellery to understand business requirements, develop data-driven insights, and create robust models that inform financially strategic decisions. The role requires a deep understanding of financial analysis, data manipulation, model development, and the ability to translate technical insights into actionable recommendations. The position will also collaborate with the University's system teams to operationalise prototype models and ensure that they align with the University's broader objectives.

In this role, you will be at the forefront of driving financial understanding through delivery of innovative analytical solutions that support the University's aspiration of being world-leading and globally connected.

Reporting line: Manager, Analytics and Modelling

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:

- **Model and analytics development:**
 - Develop prototype analytic models through iteration that integrate financial and non-financial datasets to explain key business drivers such as the cost of teaching, cost of research, and workforce planning.
 - Support the running of existing models and implementation of enhancements to these models, including adjustments to data structures and architecture.
 - Ensure that models and analytics are tested thoroughly with stakeholders to confirm accuracy and functionality and iterate to take on board feedback.
 - Assist in operationalising analytics and models into full-system solutions as needed, integrating with systems such as Workday Adaptive Planning.
- **Stakeholder engagement:**
 - Engage with stakeholders across CFO Group to collect requirements and understand business needs.
 - Collaborate with systems teams and other university departments to acquire and integrate data.
 - Maintain regular communication with stakeholders to provide updates and gather feedback.
- **Continuous improvement and innovation:**
 - Build networks with equivalent teams in other universities and relevant software vendors or consultants to stay abreast of best practices, methodologies, and emerging technologies in financial modelling and analytics.
 - Contribute to improving the efficiency of University processes through application of these best practices into new and existing models.
- **Strategic insights and support:**
 - Utilise developed models to provide data-driven insights that support long-term business goals, including growth opportunities, cost reduction, and asset optimisation.
 - Develop and maintain high-level knowledge on university and faculty revenue and costing financial model approaches.
- **Project Management:**
 - Follow project management practices and manage multiple projects/tasks based on consultation with SFI leadership and stakeholder needs.
 - Contribute to the full lifecycle of modelling projects, from requirement gathering to design, development, testing, and deployment.
- **Perform other duties and analysis as required by the SFI team**

Selection Criteria:**Education/Qualifications:**

1. The appointee will have a higher education qualification in a relevant discipline (e.g. Finance, Economics, Data Science, Mathematics, or a related field) 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. Strong ability to understand and interpret financial and non-financial datasets and performance metrics relevant to the University's operations.
3. Ability to wrangle, structure and visualise data effectively, through experience in using a range of data transformation, analytics, and visualisation tools/languages, such as Python, SQL, DAX, Alteryx, KNIME, PowerBI, Tableau, Plotly, etc.
4. Proficiency in statistical, financial and other modelling techniques to develop models and scenarios that support decision making.
5. Advanced Microsoft Office skills with a high-level of expertise in Excel and strong experience with PowerPoint to assist with sharing insights.
6. Excellent written and verbal communication to convey complex ideas and methods clearly to a diverse range of stakeholders.
7. Strong critical thinking skills to analyse challenges and develop innovative solutions.
8. Proven ability to meet deadlines and manage multiple projects/tasks in a fast-paced environment.

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.
11. Experience with Python libraries of Numpy, Pandas, seaborn, plotly, basic scikit-learn would be desirable.

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.