

Position Description



Position title:	Associate Director, Strategic Intelligence and Planning
School/Directorate/VCO:	Finance
Campus:	Ballarat or Berwick Campus. Travel between campuses will be required
Classification:	Within the HEW Level 10 range
Time fraction:	Full-time
Employment mode:	Continuing appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Richard Harris, Director, Finance Telephone: (03) 5327 9715 Email: Richard.harris@federation.edu.au
Recruitment number:	850673

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia’s oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

Portfolio

The Finance team is an integral part of the business strategy and decision-making process focusing efforts in delivering strategic and operational support to the programs and services.

Finance values have been developed to align to those traits inherent in a modern high performing team. The team has a diverse range of functions which ultimately support the core academic delivery. It is important that the right skills and behaviours within the Finance Directorate are inherent to drive success.

The following values are encouraged and evident in the Finance Directorate, Collaborative, Accountable, Proactive, Enterprising, and Respectful.

Position summary

The Finance Directorate comprises of Strategic Finance & Analysis, Financial Operations, Strategic Intelligence and Planning and Strategic Procurement. The Strategic Intelligence and Planning unit is responsible for Analytics, Business Intelligence and Institutional strategic planning and monitoring.

The Associate Director, Strategic Intelligence and Planning (Associate Director) will to work closely with all levels of the University in order to meet the strategic needs across the University in relation to business intelligence and the implementation of strategic/operational planning cycles through quantitative data analysis. The Associate Director will build and maintain client relationships across the University, particularly with members of the executive, Deans and senior academic and professional staff.

This position plays a key role in positioning the unit as a trusted advisor and providing valuable insights through the role as a trusted business partner in the areas of strategy, planning and insight.

Travel to other University campuses will be required.

Key responsibilities

1. Provide an effective and collaborative business partnering service with the University to provide insight to University performance by providing analytical consulting advice and expertise.
2. Lead, manage, and embed a continuous improvement culture of an integrated and robust strategic planning framework across the University, ensuring that there are processes in place to support effective monitoring and review of strategic objectives and goals.
3. Work with key strategic members of the Vice-Chancellor's Office, in addition to our Deans and Directors across the University to coordinate, guide and support the development, implementation, and monitoring of strategic and operational plans on a cyclical basis.
4. Provide support and guidance to senior staff across the University in the development and ongoing refresh of their strategic and/or operational plans. Key areas include facilitating workshops, identifying data and information inputs, applying coaching in the use of strategy frameworks and tools, business case and benefits realisation, reviewing outputs, sharing best practices and lessons learned.
5. Provide strategic leadership to the University on data analytics, business intelligence and data governance supported by research on strategic initiatives.
6. Lead business intelligence on a broad range of strategic issues of concern to the University, ensuring the team deliver effective data and analysis to form recommendations for consideration.
7. Collaborate with key stakeholders across the institution to understand information and data requirements and develop strategies through quantitative data analysis to meet these in a timely manner.
8. Drive, develop and ensure the University's business intelligence function provides timely, clear data to enable end users to make timely and informed decisions.
9. Lead the use of data and analytics to develop strategies and models which enable key stakeholders to implement actions relating to the wider student lifecycle, not limited to student enrolment, progress, attrition and wider market research.
10. Ensure that appropriate data and information is collated and provided in a timely fashion to inform and assist the development of strategic and operational plans, planning review and improvement processes, and progress reporting against a range of institutional plans.
11. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.

12. Undertake the responsibilities of the position adhering to:

- The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
- Equal Opportunity and anti-discrimination legislation and requirements;
- the requirements for the inclusion of people with disabilities in work and study;
- Occupational Health and Safety (OH&S) legislation and requirements; and
- Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Associate Director will report to the Director, Finance and Deputy Chief Financial Officer, and will be required to work under broad direction, operating with a high overall degree of autonomy to independently manage a complex workload and prioritise tasks in a timely manner.

The Associate Director, Strategic Intelligence and Planning will lead a small team and work across matrix structures, including influencing other people across the organisation. The Associate Director will also work strategically and understand the organisation's needs and then subsequently developing workplans that assist with decision making.

Training and qualifications

Postgraduate qualifications and extensive experience in a strategic advisor role, along with proven expertise in the management of planning development and implementation through the use of data analytics, business intelligence and data governance.

Position and Organisational relationships

The Associate Director, Strategic Intelligence and Planning will build significant relationships across the organisation, providing strategic advice and contributing to the success of the University's strategic priorities, and influence people across a range of matrix structures.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

1. Postgraduate qualifications and extensive experience in a strategic advisory role, along with proven expertise in the management of planning, development, and implementation of strategic services, with a specialisation in data analytics, business intelligence and data governance.
 2. Experienced in the provision of high-level strategic planning and quantitative data analysis.
 3. Demonstrated experience in leading the development and implementation of corporate and business unit level strategic planning in a large and complex organisation.
 4. Experience working with senior leaders and teams to support effective organisation-wide planning and data provision, including design, facilitation, review, implementation, monitoring and reporting.
 5. Demonstrated experience in undertaking research on strategic initiatives and developing effective recommendations for action.
 6. Demonstrated success in building/or managing business intelligence capabilities.
 7. Demonstrated leadership skills, including the capacity to lead a small team, and manage change
 8. Strong interpersonal skills with the ability to produce clear and accurate communications which are appropriate for the audience.
 9. Demonstration of being a result orientated, hands on practitioner with the ability to meet strict deadlines and manage time effectively.
10. Demonstrated alignment with the University's commitment to child safety.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.