



# Manager, University Planning

<b>Department/Unit:</b>	University Planning and Statistics
<b>Faculty/Division:</b>	Provost and Senior Vice-President
<b>Classification:</b>	Level 10
<b>Work location:</b>	Clayton Campus, Ferntree Gully Road
<b>Date document created or updated:</b>	January 2018

## Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our university and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The **Provost & Senior Vice-President** is responsible for: setting and implementing the university's research strategy, improving the academic and research performance of the university; oversight of faculties and university-wide centres and institutes; development of academic staff employment policies and procedures that enable a high performance culture; identifying and developing new research opportunities and clusters, expanding international research collaborations and interdisciplinary areas of excellence.

The mission of **University Planning and Statistics (UPS)**, within the Provost and Senior Vice-President portfolio, is to support the development of evidence-based strategic planning and decision-making, in line with the university's strategy – [Focus Monash](#). To achieve this we work collaboratively with our stakeholders to deliver an integrated planning framework for the university, in the planning and optimisation of student load management, to deliver core university surveys, and in the review of the university's performance and provision of analytical insights to inform future service delivery.

The vision for the **Planning team**, within UPS, is that it is a highly capable team that delivers strategic insight, contextual awareness, intellectual capability and personal motivation and drive to have a positive impact on the university's performance. The planning team will deliver an integrated planning framework for the university which ensures alignment of the Strategic Plan with all subsidiary plans including Faculty and Central planning as well as performance monitoring and annual student load planning.

This will require the University Planning team to establish effective working relationships with their UPS colleagues to leverage their subject matter expertise (analysis, forecasting, data etc.) in the pursuit of delivery of an excellent service which supports university-wide planning activities. In addition, the Planning Team will establish itself as the 'go-to' team in terms of providing strategic and student number planning and will build strong working relationships with Finance, Admissions, the Faculty General Managers, the BI Team and Strategic Analytics Team.

Further information regarding University Planning and Statistics may be obtained from the web site: [www.monash.edu/ups](http://www.monash.edu/ups)

## Position purpose

The Manager, University Planning is part of the senior leadership team within University Planning and Statistics (UPS) and will lead and develop a high performing planning team, with a focus on service excellence, which provides a consultancy capability and authoritative advice on university planning matters. The incumbent will be accountable for delivering an integrated planning framework for the university which ensures alignment of the Strategic Plan with all subsidiary plans, initiating reviews of subsidiary plans, assessing progress against performance metrics to ensure outcomes are achieved, and leading the development of analysis to provide insight and intelligence on the internal and external environment and how this might impact the delivery of existing plans. The incumbent will also lead the annual student load planning process, ensuring load allocations are maximised strategically and UPS is regarded by the institution as the single source of truth in terms of student load data by the university.

**Reporting Line:** The position reports to the Director of University Planning & Statistics

**Supervisory Responsibilities:** This position provides direct supervision to three staff

**Financial delegation and/or budget responsibilities:** Not applicable

## Key responsibilities

1. Establish credibility as an expert and build and maintain strong, collaborative relationships with key colleagues across Monash as demonstrated by being the key liaison for all faculty and central planning related matters including student load planning and faculty performance
2. Lead the annual development of a student load plan for the next quinquennium
3. In partnership with VP (Strategy and Governance) re-develop Monash University's planning framework to enable the leadership team to effectively plan across the medium term and ensure activities are aligned with strategic priorities and targets
4. Initiate, direct and support the planning activities, of senior managers to ensure activity is focused on strategic priorities and produces an appropriate return on investment
5. Utilise a suite of management information, to give a clear picture of current progress that enables sound decision-making, identifies corrective action and supports effective long-term planning
6. Provide expert advice through strategic analysis, policy analysis, modelling and scenario planning to ensure the university is well informed and able to anticipate and plan for external policy and funding shifts
7. Lead and develop a highly-trained, motivated and efficient team with a focus on operational and service excellence
8. Lead and direct a work environment of continuous review and improvement of business practices, operational processes and service provision, and identify corrective actions to support long term planning

## Key selection criteria

This role will be critical to achieving the vision for the Planning team within UPS. Therefore, the skills and competencies required will reflect the key impact it will have in driving high performance through successful engagement and liaison with senior colleagues.

### Education/Qualifications

1. The appointee will have:
  - post graduate qualifications and extensive relevant experience in a leadership role, or
  - extensive management experience and proven management expertise, or
  - an equivalent combination of relevant experience and/or education/training

## **Knowledge and Skills**

2. Demonstrated strong track record of institutional planning in a large and complex organisation
3. Outstanding interpersonal skills to build effective relationships with colleagues across the organisation and at all levels to deliver on major strategic change
4. Proven ability to conceptualise and recognise trends and changes in circumstances promptly and respond quickly, adjusting plans
5. Outstanding organisational, planning and project management skills with the ability to set objectives and determine priorities
6. Demonstrated managerial success particular as an analytical and decisive decision maker with the ability to initiate and implement activities and find solutions to complex issues
7. Exceptional communication skills with the ability to communicate effectively in meetings, presentations and Committees and across a range of media
8. Proven ability to act as a thought leader and change agent across their area of responsibility

## **Other job related information**

- Travel to other campuses of the university may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **Legal compliance**

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.