MANAGER, PLANNING AND PERFORMANCE

DEPARTMENT/UNIT
Faculty Office

FACULTY/DIVISION
Faculty of Law

CLASSIFICATION
HEW Level 9

WORK LOCATION
Clayton campus

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.

The Monash Law Faculty (Monash Law) is consistently recognised and ranked as one of the world’s leading law schools. Monash Law is a leading international, clinical, and digital law school providing world-class education, research, and external engagement from seven locations across both global hemispheres.

Our excellence in research, teaching, and clinical legal education has been at the forefront of legal education and scholarship for decades in Australia. We pride ourselves on offering real, tangible legal experience and international study opportunities, and equipping our students with an extensive legal education. We also have world-class research centres and groups across the full spectrum of international, public, private, and criminal law.

We offer a broad-based experiential education for law students, with diverse course offerings at every level (ie LLB (Hons), JD, LLM and other graduate courses, and PhD programs). We believe that a blend of theoretical, practical, and multi-disciplinary experience is essential to a modern legal education, with most of our LLB (Hons) students undertaking double degrees, and all JD students having prior university qualifications. Through our clinical legal education program – the first of its kind in Australia – our students work with real clients, on real cases, under the supervision of legal experts. We pride ourselves on developing and graduating market-ready legal professionals.

Monash University is Australia’s most international university, with dedicated overseas Monash campuses in China, India, Italy, Malaysia and, until recently, South Africa. Monash Law operates from seven locations on three continents, at the University’s main campus in Clayton, as well as in the Melbourne CBD, Prato and Kuala Lumpur campuses, and through three Monash Law Clinics at various suburban, city, and overseas locations. Our dedicated Monash University Law Chambers situated in the heart of the Melbourne legal and judicial district complements our Clayton base and legal clinics. We also have an international presence in Prato, Italy and Malaysia, where we offer dedicated law classes to our own students as well as students from other universities, and increasingly use as locations for transnational clinics and academic workshops and conferences as well.
The Faculty has a vibrant research culture, with a strong commitment to diverse and innovative forms of high-quality and cross-disciplinary legal research that has governmental, professional, and social impact. We collaborate with world leaders in legal research and education throughout Australia and internationally and have demonstrated top-tier research intensive performance. Our staff are involved in ARC Discovery and Linkage grants and CRC projects. The Faculty also has three world-class research centres, the Castan Centre of Human Rights, the Australian Centre for Justice Innovation, and the Centre for Commercial Law and Regulatory Studies, and a number of vibrant and emerging research groups. For more information about the Faculty of Law, please visit our website: [http://www.monash.edu/law](http://www.monash.edu/law).

**POSITION PURPOSE**

The Manager Planning and Performance is responsible for leading, managing and delivering activities that support the Dean and Faculty General Manager in achieving the Faculty of Law’s business goals and its contribution to the University’s strategic plan. This involves providing direction and planning in the development and implementation of initiatives across multiple functions contributing to a university-wide impact. This role acts as a key conduit between different portfolios and across functional areas, in order to translate strategy to action.

This role is responsible for assisting faculty senior leadership drive change aligned to the Faculty’s strategic direction and business plans. The Manager Planning and Performance plays an important role in building a high-performing professional workforce which is driven to deliver on the Faculty and university key priorities.

**Reporting Line:** The position reports to the Faculty General Manager under broad direction, working with a considerable degree of autonomy

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Yes, in accordance with the University delegation schedule

**Budgetary Responsibilities:** Yes, in line with Key responsibilities

**KEY RESPONSIBILITIES**

1. Support the Faculty Executive in the delivery of key priorities including the development of the Faculty strategy aligned to the University’s strategic plan, provision of advice and management of key initiatives to build capability
2. Oversee and guide portfolio planning, prioritising initiatives, business case preparation and reports
3. Develop, evaluate and build business case support for new initiatives and projects, ensuring commercial viability, as well as provide guidance for identification of opportunities
4. In consultation with Monash HR and the Faculty Leadership, drive and implement effective workforce planning and forecasting, as linked to University strategic plan and the Faculty’s business goals
5. Develop and maintain critical internal and external relationships with a diverse range of stakeholders including participation on university-wide programs and projects
6. Effectively engage across all work units and foster a culture of continuous improvement
7. Research and understand leading practices and trends in faculty operating models and identify areas for potential improvement
8. Manage, prepare, coordinate and deliver specialised reports, correspondence and briefs on complex and sensitive issues
KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   • Postgraduate qualification in business or other related discipline with significant relevant experience; or
   • an equivalent combination of relevant training, experience or expertise

Knowledge and Skills

2. Experience in setting direction, planning and implementing initiatives that support delivery of business goals that are aligned to an organisation’s strategic objectives

3. Strong conceptual, analytical and effective problem solving skills with proven expertise in the formulation of responses to complex strategic initiatives, using contemporary project management methodologies

4. Extensive experience developing business cases as well as experience in writing reports, briefings and planning documents

5. Strong consulting and relationship management skills, with the demonstrated ability to develop effective strategic relationships with key senior stakeholders

6. Extensive specialist knowledge, experience and expertise in providing service delivery and/or workforce culture orientated strategies and plans

7. Excellent interpersonal and communication skills (oral and written) including the ability to communicate complex information effectively with individuals at all levels, including an ability to influence and negotiate

8. Highly developed organisational skills, including the ability to plan and prioritise multiple tasks, meet deadlines and maintain excellent attention to detail/accuracy

9. Demonstrated experience working with financial budgets in a higher education sector

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
• A current satisfactory Working With Children Check is required

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.