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 Portfolio of the Vice-Chancellor and President is responsible for: high level of coordination for, and management and advice to, the Vice-Chancellor, leadership in the management and delivery of key strategic and cross portfolio initiatives, University level governance, University-wide marketing, communications and student recruitment activities, strategic communications, external relations and coordination of special events arranged on behalf of the Chancellor and the Vice-Chancellor, leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates.

The mission of University Planning and Statistics (UPS), within the Vice President of Strategy and Governance 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.
POSITION PURPOSE

The University Planning Partner is responsible for facilitating the delivery of an integrated planning framework for the University which ensures alignment of the Strategic Plan with all subsidiary plans. The core elements of the role are:

- Provide strategic planning support, e.g. provision of strategic planning advice to senior management and other stakeholders, actively contributing to the shaping of planning processes, ensuring the planning framework is consistent with the University’s ambitions
- Undertake high-level research and analysis, e.g. assessing performance against subsidiary plan objectives, policy/process changes which impact student load management, trends in the higher education sector, etc
- Support the planning, management and monitoring of student load

Reporting Line: The position reports to the Manager of University Planning

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Partner with faculties and central portfolios to facilitate their planning processes, such as the University integrated planning framework, monitoring of subsidiary plan performance, and student load management. This requires the development of an understanding of each central portfolio and faculty’s context, e.g. the faculty’s financial and academic strategy, course offerings, budget position, market demand, international profile, fees structure, load profile and admissions processes

2. Develop and maintain regular relevant communication with faculties and central portfolios regarding emergent themes, policy/legislative changes, scenario planning, competitor analysis, market shifts, and any other changes in the internal or external environment which may impact their operations

3. Contribute towards the student load management responsibilities of the team, including but not limited to: facilitating the development of student load plans which meet faculty and University strategic aims; ensuring student load allocations are strategically maximised; and proactively monitoring student load, providing insights and recommending corrective actions

4. Proactively provide reliable and forward-looking analysis, communicate pivotal insights, and highlight where intervention may be required (to maintain or improve performance) to support long-term planning and drive institutional performance and outcomes, in alignment with the strategic and subsidiary plan objectives

5. Actively contribute to the development and maintenance of a culture of open collaboration, continuous review and improvement of business practices, operational processes and service provision, and identify corrective actions to support long-term planning

6. Provide support (advice, guidance, knowledge sharing) to the other staff in the Planning team and UPS—in order to contribute to a multi-skilled professional, customer focused team
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 in a relevant field, or
   - extensive experience and specialist expertise in strategic planning, or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Experience of strategic planning, provision of authoritative expert strategic planning advice with a focus on service excellence
3. Highly developed relationship management and consulting skills including the ability to engage with a broad range of internal and external stakeholders, influence and negotiate with a variety of stakeholders to facilitate successful outcomes
4. Ability to analyse the business environment, strategic organisational goals, and consult and engage with end users and subject matter experts in order to fully understand challenges and opportunities
5. Excellent analytical skills, with the ability to undertake data analysis, identify trends and patterns and translate into tangible insights and implications for the institution
6. Demonstrated ability to show initiative and apply good judgement in dealing with and developing evidence based recommendations for management decision-making, including the ability to think laterally and assess the impact of change on interrelated processes
7. Ability to work autonomously (grasp complex issues, use initiative, problem solve, implement solutions, manage time/workload/multiple tasks, prioritise) with an outcome-focused approach and bring initiatives to full closure in a timely manner
8. Excellent interpersonal and communication skills with the ability to provide engaging authoritative advice and effectively translate and present complex concepts and information
9. Demonstrated high-level capacity using computer applications relating to data management, calculations, spreadsheets and word processing

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

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.