POSITION DESCRIPTION

Job Title: Manager, Load Planning
Organisation Unit: The Office of Planning and Business Intelligence
Position Number: 3009941
Type of Employment: Full time - Continuing
Classification: HEW Level 9

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. In 2013, UQ attracted more Australian Research Council funding than any other Australian university or research body.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, and a founding member of Universitas 21, an international consortium of leading research-intensive universities. UQ is also the largest university in Queensland.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 215,000-plus alumni. The University has more than 7,000 academic and professional staff and a $1.6 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
**Planning and Business Intelligence (PBI)**
The University operates in an increasingly complex internal and external environment. PBI sits at the centre of the University’s strategic planning and student load planning activities and provides university wide business intelligence systems and support covering all of the key corporate data sources. The department is a key resource to the senior management of the University, providing data, analysis and insights to measure institutional performance and support strategic decision making.

PBI is headed by the Director, Planning & Business Intelligence and is structured into two sections: Planning & Performance Analysis and the Business Intelligence Unit.

The Planning and Performance Analysis group report to the Deputy Director, Planning and Performance Analysis. Responsibilities within the planning and performance area include oversight of the University’s strategic and operational planning; performance measurement frameworks; student load planning, income projections and domestic admissions monitoring; government policy and strategic information analysis; and external performance reporting, particularly in relation to teaching and learning metrics. The team is also responsible for ensuring the validity of data within the University Student System and for meeting the student-related reporting requirements of the Australian Government.

The Business Intelligence Unit is led by the Associate Director, Business Intelligence. This section is responsible for the business intelligence needs of the University. This includes the development and operation of a data warehouse, performance dashboards and related data reporting systems to enable the University community to access and analyse a wide range of data simply and efficiently.

Further details can be found on the Planning and Business Intelligence web site at [http://www.pbi.uq.edu.au/](http://www.pbi.uq.edu.au/)

**Information for Prospective Staff**
Information about life at UQ including staff benefits, relocation and UQ campuses is available at - [http://www.uq.edu.au/current-staff/working-at-uq](http://www.uq.edu.au/current-staff/working-at-uq)
DUTY STATEMENT

Primary purpose of position
The Manager, Load Planning will work with the Deputy Director, Planning and Performance Analysis to provide high-level administrative and strategic support to the Director of Planning. The position is responsible for managing the University’s student load management processes, including:

- preparation of student load and income projections
- monitoring compliance with the University’s funding agreement for Commonwealth Supported Places
- undertaking admissions monitoring
- reporting on the University’s progress against its planned student load
- undertaking institutional research activities that investigate and analyse trends and scenarios in relation to student numbers and funding.

At times, this position will be required to contribute to other activities in the Planning Office, including institutional performance monitoring and reporting; strategic planning; and policy analysis.

Duties
Duties and responsibilities include, but are not limited to:

- Manage the University’s student load and admissions processes, including leading the preparation of student load and income projections, monitoring compliance with the University’s funding agreement for Commonwealth Supported Places and undertaking admissions monitoring.
- Use tools such as BusinessObjects and the Microsoft Office suite to undertake numerical modelling and other quantitative analysis to provide University-wide student load and income predictions.
- Monitor and interpret government policies, funding arrangements and statutory requirements, as well as sector trends, related to student numbers and funding, and provide advice and options to senior staff where appropriate.
- Develop and maintain relationships with a wide variety of internal contacts including senior managers, and with external parties in the higher education and government sectors.
- Keep abreast of corporate system changes across the University that affect the Office’s activities, and proactively responding to these changes within the load management process.
- Identify emerging data needs and work with the Office’s warehouse systems analysts to incorporate new data sources or redevelop existing data sources.
- Prepare, contribute to, and/or oversee submissions, reports, correspondence, and publications of a substantial nature on a range of matters.
- Assist the Director of Planning and the Deputy Director, Planning and Performance Analysis in a range of activities including: strategic planning; policy analysis; and the preparation of reports, ad hoc queries and information provision as required.

Other
- Comply with the University’s Code of Conduct (see the University’s web site at http://www.uq.edu.au/hupp/?page=24987)
- Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or School. (see the University’s web site at http://www.uq.edu.au/ohs/index.html?page=133956)
• Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by the University (see the University’s web site at http://www.uq.edu.au/sustainability/responsibilities)

**Reporting relationships**
The position reports to the Deputy Director, Planning and Performance Analysis.

**SELECTION CRITERIA**

**Qualifications**
• Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or an equivalent combination of relevant experience and/or education/training.

**Knowledge, skills and experience**
• Demonstrated understanding of issues related to student lifecycle, including program design and administration, admissions and retention trends, and higher education policy and reporting frameworks.
• Demonstrated high level ability in data analysis, the interpretation of data, information, policy and procedure (internal and external) and its application to organisational management, planning or evaluation.
• Proven ability to initiate new ideas, analyse complex problems and identify sustainable strategies for their resolution that integrate with corporate systems.
• High-level written communication skills including the ability to produce clear, concise and accurate reports, briefing papers and submissions based on analysis.
• High-level interpersonal skills, with the ability to consult, collaborate and negotiate with staff at all levels, as well as with external agencies.
• Demonstrated high level skills in the use of information technology such as SAP BusinessObjects or similar and the Microsoft Office suite, or ability to rapidly acquire these skills.

**Desirable**
• Thorough knowledge of the operational environment within UQ and current issues in higher education generally

**Personal qualities**
• Ability to work within a small team in a dynamic and changeable environment including a focus on meeting the long term needs of both the Planning office and the University.
• A proven ability to be highly organised and self-managing, including a demonstrated capacity to establish work priorities, meet timelines and achieve outcomes, work independently and accept responsibility.

The University of Queensland is an equal opportunity employer
Smoking is prohibited in all University buildings