POSITION DESCRIPTION

Position Title: Deputy Director, Planning and Performance Analysis
Organisation Unit: Planning and Business Intelligence
Position Number: 3023898
Type of Employment: Full-time, Fixed term for five years
Classification: HEW Level 10a

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/

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
DUTY STATEMENT

Primary Purpose of Position
The Deputy Director, Planning and Performance Analysis has line management responsibility for the Planning and Performance Analysis group and the Statistics team. These groups are responsible for:

- providing expert strategic analysis and advice to the Director, Planning and to the University’s leaders;
- oversight of the University’s strategic and operational planning and performance monitoring activities;
- undertaking student load planning, preparing student load and income projections and ensuring compliance with the University’s funding agreement for Commonwealth Supported Places;
- managing domestic undergraduate and graduate entry medicine admissions from the perspective of setting offer targets;
- ensuring the ongoing development, quality and effective use of University performance tools such as the Strategic KPI dashboard and a suite of Teaching & Learning dashboards;
- preparing and analysing performance data relevant to the University’s Strategic Plan, Institutional Performance Portfolio, QILT (Quality Indicators of Learning and Teaching) and other external and statutory obligations;
- providing oversight of the University’s participation in the surveys that support the government’s QILT initiatives;
- managing external data submissions including international ranking exercises and student data submissions to the Australian Government; and
- delivering policy advice particularly in relation to national higher education policy.

The Deputy Director, Planning and Performance Analysis role is a deputy to the Director, Planning and will, at times, be required to act temporarily in that role (for instance, during the temporary absence of the Director).

Duties

- Provide high quality analysis and advice to the Director, Planning and the University’s leadership on matters relating to government higher education policy and legislation, institutional performance and strategic planning.

- Develop and manage the University’s strategic and operational planning processes. This includes using institutional data to develop strategic KPIs and providing advice around target setting.

- Manage the provision of statistical analysis, modelling and benchmarking to support strategic decision making. This analysis will have a particular focus on issues around student demand, admissions, student experience, graduate outcomes, and the university’s performance against its strategic objectives.

- Oversee the provision of coursework student load and income modelling. This includes managing the related business processes and liaising with the Associate Director, Business Intelligence to ensure the ongoing development of load modelling systems and tools.

- Strengthen capacity in the management of the domestic undergraduate admissions process by assisting the Director Planning throughout the process (particularly late in the calendar year and early in the new year) and providing support to the Vice-Chancellor and Provost.
• Manage the preparation of reports and submissions to internal and external stakeholders, including submissions to international ranking surveys and student data and other relevant submissions to the Federal government.

• Identify new sources of data to support strategic planning, student load planning, institutional performance analytics and KPI development. Work closely with internal and external stakeholders to gather, interpret and validate these data and, where appropriate, ensure they are incorporated into the university’s data warehouse.

• Enhance the capabilities of PBI by contributing to continuous improvement activity. This may include liaising with the Director, Planning and the Associate Director, Business Intelligence, to develop and implement automated systems and solutions.

• Proactively liaise with key internal and external stakeholders and clients to provide advice and assistance in relation to the planning and performance analysis function. This may involving representing PBI on various committees and working groups.

• Manage staff effectively to achieve the goals of the Planning and Performance Analysis team. This includes motivating and supporting the team to ensure there is a high level of team and individual performance and that staff have the knowledge and skills necessary to perform their duties.

• at times, act temporarily in the role of Director Planning, as required.

• other duties as required by the Director Planning.

Reporting Relationships

The position reports to the Director, Planning.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:
• the University’s Code of Conduct
• requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
• the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University
SELECTION CRITERIA

Qualifications

- A relevant degree and extensive experience within the university sector; a relevant postgraduate qualification; or an equivalent combination of relevant experience and/or education/training.

Experience

- Significant experience in developing and managing a strategic, operational and performance management framework in a large complex organisation.
- Demonstrated experience in the preparation and provision of analysis and advice on the impact of changes in government policy or the operating environment.
- Demonstrated senior level acumen, including ability to proactively identify and analyse a wide range of strategic and quality issues, to work with senior decision makers and to facilitate and manage processes and projects aimed at their resolution.

Knowledge and skills

- Demonstrated ability to analyse complex data to investigate issues, interpret trends and develop advice that supports strategic decision making.
- Excellent written and oral communication skills and the ability to design and produce clear, concise and accurate reports, briefing papers and submissions on complex issues.
- An understanding and awareness of the environment and current issues in Australian higher education, particularly in relation to performance measurement, quality assurance, government funding and strategic planning.

Personal Qualities

- Highly developed interpersonal and leadership skills, including the ability to manage a team as well as liaise, consult and negotiate with staff at all levels, both internally and externally.
- A proven ability to be highly organised and self-managing, including a demonstrated capacity to establish work priorities, meet timelines and achieve project management priorities, work independently and accept responsibility.

The University of Queensland is committed to equity, diversity and inclusion.