POSITION DESCRIPTION

Position Title: Financial Modelling & Business Analytics Manager
Organisation Unit: Strategic Program Office
Position Number: NEW
Type of Employment: Full time, Fixed term
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 in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

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, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

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 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The University operates in a rapidly changing environment within a global marketplace, where institutions strive for higher levels of excellence and reputation. Australian universities face increased financial pressures, regulatory changes arising from the 2014-2015 Federal Government budget announcement, reputational pressures and changing client expectations (student, industry and government).

Within this context, UQ seeks to review its services, to ensure that UQ remains competitive and sustains success in the longer term. A focus on continuous improvement as part of every person’s contribution to the future of UQ is vital to ensuring a service oriented culture.

The University’s Strategic Program Office will enhance UQ’s ability to deliver its core functions of learning, discovery and engagement. This University-wide program will adopt a One UQ approach with shared commitment and responsibility to enhance the student and staff experience by transforming internal business operations.

The program seeks to:
- Enhance the student experience and increase student satisfaction levels
- Improve the workplace experience for staff members
- Ensure a better use of UQ’s resources through improved operational efficiency and effectiveness with freed resources reinvested in learning, discovery and engagement.

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 primary purpose of this position is to, in collaboration with the Director and Senior Program Managers, support the development of quality business cases in support of key business initiative and change programs. This will include the financial modeling, data analytics and tracking of benefit realization through a standardized program management and reporting framework.
Duties

Duties and responsibilities include, but are not limited to:

**Strategic Financial Modelling**

- Building financial models using historical data and providing forecasts based on various industry-related metrics.
- Conducting Scenario Analysis based on macro and micro factors that will help in accessing risk.
- Recommending and implementing processes for improvements to program budgets and prepare forecast on program cost.
- Identifying the key financial and non-financial risks and recommend actions for mitigation of those risks and to ensure benefits realisation is achieved.
- Applying appropriate sensitivity and scenario analysis to support the development of new and existing initiatives (business cases).
- Updating financial models based on key decisions made by the relevant program governing structures.

**Initiative development, design and delivery**

Provide support (diagnostic and data analytics) during all phases of the initiative development process, including activities such as:

- Data gathering and analysis;
- Impact assessment;
- Conduct baseline assessments, and assess gaps to relevant internal and external benchmarks;
- Produce clear and succinct reports, presentations, business cases, blueprints, implementation plans and project plans;

**Strategic Program Management support**

- Provide financial modelling and data analytics support to the various strategic programs in a matrix style delivery model.
- Engage with key stakeholders in all phase of the initiative/program development process as required by the Director and/or Senior Program Managers.

**UniForm Uniform**

- Lead the data collection and stakeholder engagement process for the UniForm Benchmarking process.
- Lead and co-ordinate the reporting and feedback process to the university.
- Act as the main contact with the external service provider and maintain a collaborative and constructive relationship with key stakeholders.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- 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
the adoption of 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

Organisational Relationships

The position reports to the Director, Strategic Program Office Program.

SELECTION CRITERIA

Essential

- Postgraduate qualifications and extensive relevant experience; or an equivalent combination of relevant experience and/or education/training;
- Extensive experience in business analytics, financial modelling and Program Budget management;
- Extensive experience in supporting the development of strategic business cases, including the clear articulation of how benefits will be realised, tracked and reported in clear financial terms;
- Demonstrated capability in engaging (in a constructive manner) with multiple stakeholders within complex program management environments to support the on-time and on-budget delivery of strategic programs;
- Demonstrated capability in using and understanding systems, processes and organisational structures to interpret and analyse complex data sets and sources;
- Proven analytical, problem solving and data interrogation skills with a demonstrated ability to develop effective written proposals and reports;
- Highly developed interpersonal skills, including a proven ability to work collectively and constructively in a matrix style organisation unit.

Desirable

- Knowledge and experience of the higher education environment;
- Good understanding of benchmarking processes such as UniForm;

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.