POSITION DESCRIPTION

THE UNIVERSITY
of ADELAIDE

Position Description Classification Approved	Date
Human Resources Branch	15/11/21

POSITION DETAILS

Position Title:	**Senior Planning Analyst**
Position Number:	00023964
Classification:	HEO8
Faculty/Division:	Division of University Operations
School/Branch:	Planning and Analytics
Reports to (position title):	Manager, Service, Engagement and Analysis
Delegations:	N/A
Special Conditions:	• Reasonable workplace adjustments will be made for people with a disability
Significant Working Relationships:	• Chief Data and Analytics Officer • Director, Data and Analytics • Executive Dean • Faculty Executive Director • Heads of School • School Managers • Manager, Finance Strategy & Reporting

POSITION SUMMARY

The University of Adelaide is a large and successful university in Australia's Group of Eight research intensive universities, distinguished by its international reputation and commitment to innovation and excellence in research and teaching.

The Planning and Analytics branch is a part of the University's Division of University Operations, which provides enabling services and resource capabilities to support the University's teaching and research objectives and activities. Planning and Analytics supports strategic and operational planning, performance reporting, data and analytics, and survey/data management within the University. The branch assists with developing the University's Strategic, Operational and Business Plans plus monitoring their implementation performance. The branch includes Analysts, Business Intelligence and Analytics developers, Data Engineers and Planning Officers who acquire, compile and interpret information to help the University create its plans and achieve its goals

Working under broad direction with a degree of autonomy the Senior Planning Analyst is responsible for Faculty interface to University strategic and business planning processes as well as supporting planning processes internal to the Faculty. Services provided to the Faculty include consistent and robust planning of research and student revenue; nonfinancial analysis and advice, including complex data analysis and modelling; and developing and maintaining effective working relationships with Faculties. Collaboration between Senior Planning Analysts in each Faculty will ensure consistency of approach.

KEY RESPONSIBILITIES

Strategic and Business Planning	• Act as conduit between Faculties and the central Planning and Analytics branch facilitating and executing formal processes not limited to Student and Research income planning • Undertake scenario modelling to provide input parameters to Load and Research Block Grant models and processes • Provide data, market analysis and advice to support business case development • Contribute to strategy and operational planning activities in the Faculty • Support and maintain the Academic Resource model to enable ongoing optimisation of Faculty function.
Analysis and Advice	• Develop key performance indicators that enable comprehensive reporting against the University performance framework • Develop requirements for consistent reporting across Faculties and develop specifications

	• Respond to ad-hoc data analysis requests from Faculties and Schools
	• Ensure all service requests are logged with the requestor being regularly updated until closure
Projects and Continuous Improvement	• Contribute to university priorities by engaging with Faculties on P&A projects
	• Gather, validate and document business requirements on projects
	• Identifying issues, risks and benefits of existing and proposed solutions and outline business impacts.
	• Undertake functional testing and data reconciliation for business intelligence and analytics development
	• Proactively identify opportunities to improve University and Faculty performance, and contribute to their improvement and/or policy recommendations.
Relationship Management	• Develop and maintain effective working relationships with the Faculty and Schools on performance and planning issues.
	• Liaise with relevant Faculty and University personnel in relation to analysis and planning processes
	• In all interactions model a responsive, customer focused service and performance driven culture.
	• Represent Planning and Analytics at Faculty and School executive meetings as required.
	• Maintain positive and productive relationships with peers and other University services to support the strategic and operational initiatives of the University.
Other reasonable duties commensurate with classification level.	

PEOPLE MANAGEMENT RESPONSIBILITIES

- Ensure a safe work environment and compliance with University HS&W policies and legislation.
- Effectively lead the professional staff in all aspects of people management including providing guidance, support and development.
- Ensure effective people management of direct reports to enable the team to deliver the business outcomes effectively and efficiently as practicable.
- Positively engage direct reports in the Planning, Development and Review process, and identify opportunities for staff to promote continuous improvement through professional development and project opportunities.
- Provide induction to new staff member.
- Provide leadership and guidance in ensuring a service culture and student centric approach is applied within professional services.
- Lead, mentor and coach staff to promote continuous improvement, including undertaking on-the-job training/instruction and providing daily feedback and performance management;
- Monitor, prioritise and coordinate workflow of direct reports.

CAPABILITIES AND BEHAVIOURS

Use the Capability Dictionary to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position.

UNIVERSITY EXPECTATIONS

Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University's Code of Conduct

STAFF VALUES AND BEHAVIOUR FRAMEWORK

Our culture is one that welcomes all and embraces diversity consistent with our Staff Values and Behaviour Framework and our Values of integrity, respect, collegiality, excellence and discovery. We firmly believe that our people are our most valuable asset, so we work to grow and diversify the skills, knowledge and capability of all our staff.

SELECTION CRITERIA

Knowledge and Experience:
1. Demonstrated experience in a senior business or data analyst role.

2. Previous experience in reporting, analysis and planning including advice senior management.
3. Advanced Excel, data manipulation and reporting using tools such as Cognos or Power BI.
4. Demonstrated experience in a commercial enterprise of a similar size and scope to the University.
5. Demonstrated experience communicating, both verbally and in writing, in a succinct, professional and responsive manner to deliver client centric results.
6. Demonstrated experience in, researching and analysing data, effective problem solving and developing strategic plans, business cases, procedures and guidelines of a financial nature.

Qualification/s:
- Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
- Extensive experience and management expertise; or
- An equivalent combination of relevant experience and/or education/training.