POSITION DESCRIPTION

Business Performance and Planning Analyst

Position Level | 7
Faculty/Division | Business
Position Number | ADMIN ONLY
Original document creation | xx/xx/ xx ADMIN ONLY

Position Summary

The Business Performance and Planning Analyst plays a key role within the UNSW Business School to provide high level practical support and strategic insights to the Faculty’s Senior Management Team. The Analyst will focus on analysis and reporting, including the design and implementation of business and performance improvement solutions, and planning.

The role requires the data extraction, analyst is and provision of business information to leaders which will enable decisions and actions in response to data and trends and developing/ consulting on relevant key programs and projects. The candidate will also be involved in subsequent future planning using said data which could be related to initiatives but mostly will support BAU processes. Based on the data and insights, the role will support the process of multi-year planning in the UNSW Business School.

The role reports to the Faculty Executive Director supporting the Senior Management Team. In addition to be successful the Analyst will need to work closely with the Faculty Finance team, Human Resource team, Future Student team, and with UNSW’s central planning and performance team (UPP) as to data and report development.

Accountabilities

Specific accountabilities for this role include:

- Provide timely high level reports including insights from student, financial, human resources, IT, academic, research and market data for communication, planning, and governance purposes.
- Conduct needs analysis and extract, “clean”, validate, manipulate and shape data into functional reports, using business process automation techniques wherever possible.
- Develop PowerBI dashboards for the UNSW Business School and establish a timely cycle of reports that support the Faculty’s understanding of performance variance across multiple areas.
- Shape and translate data into actionable items, providing advice, insights and assess performance variances to identify issues and possible solutions.
- Provide data analysis, interpretation and advice to members of the SMT (Senior Management Team) on a regular basis as well as for one off projects.
- Develop and monitor the delivery of Faculty initiatives to achieve operational and strategic goals, integrating with and complementing activities undertaken by UNSW Planning and Performance Team and colleagues in other Faculties.
- Assist key planning processes for the Faculty, alongside Faculty Business Partners, to provide input on for example student load planning, budget development, the annual events and priorities calendar and the workforce plan.
- Work with relevant teams to integrate the UNSW enterprise planning capability, harnessing and aligning it to the Faculty plan.
- Assist with one off planning and analysis and project planning and reporting as and when required.
- Provide external and internal benchmarking to enable further performance insights and planning details.
- Use of operational data sets (HR, Finance, Research, academic qualifications etc) to apply different reporting tools and templates for accreditation purposes.
- Manage adherence to UNSW governance pathways to ensure planning and reporting are within a defined, consistent and proven set of rules for project development and implementation.
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health & safety of yourself or others.

Skills and Experience
- Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
- Demonstrated experience in a reporting/ business analyst position with at least two years in an equivalent role within a large and complex organisation.
- Evidence of developing reports and plans that have generated insights for senior management.
- Demonstrated knowledge of the tools, techniques and methodologies required for data extraction and reporting such as Microsoft PowerBI, SQL or equivalent and Office 365.
- Planning experience including development of insights reports, scenarios, objectives and documentation.
- Excellent written and verbal communication skills, with a high level of attention to detail for deliverables produced.
- Demonstrated success working effectively and collaboratively on initiatives with a range of people at different levels within an organisation, with effective stakeholder management skills.
- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.
- Pre-employment checks required for this position.
Police Check

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.