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POSITION DESCRIPTION

Manager, Planning & Performance

Faculty/Division

Office of the VC

Classification Level

Professional 9

Hours & Span (Category)

G - Administrative, Clerical, Computing, Professional
& Research Staff

Shiftwork status

NOT SHIFTERWORKER

Allowances

[Click or tap here to enter text.](#)

On call arrangements

[Click or tap here to enter text.](#)

Original document creation

2 October 2024

Position Summary

UNSW Planning and Performance (UPP) builds capability in the key areas of business intelligence, student load forecasting, and planning and performance based on reliable and robust data. UPP is a key strategic resource for senior management of the University providing management information, analysis, and insights that enable decision-making. UPP provides reports on behalf of the University to the Commonwealth Government and other statutory bodies.

The Manager, Planning and Performance is responsible for coordinating the planning and performance activities and liaising with relevant stakeholders to produce a consolidated plan for the University. The Manager, Planning and Performance supports the delivery of complex projects, systems enhancements and business process improvements and undertakes strategic projects as required, providing insights that contribute to the strategic positioning of the University. They also collaborate with relevant stakeholders to create a consolidated view of the University's performance

The Manager, Planning and Performance reports to the Head, Planning and Performance and has 1-2 direct reports.

Accountabilities

Specific accountabilities for this role include:

- Lead the development and implementation of all components of the Integrated Planning Process to produce the University's operational plan, monitor achievements against the plan and the formulation and delivery of initiatives relating to planning and performance activities.
- Work collaboratively with a range of stakeholders to design and maintain delivery of automated, operationalised solutions for planning and performance processes and metrics, dashboards and scorecards and systematic processes to report and review progress against set targets.
- Establish and maintain excellent communication pathways and working relationships with UNSW stakeholders across the Faculties and Divisions.
- Provide analysis to support strategic and operational performance objectives through the delivery of critical analyses across different domains, scenario modelling and statistical analysis.
- Prepare evidence-based strategic insights, background papers, competitive positioning and opportunities papers and presentations for senior executives including the identification of opportunities in performance and growth.
- Work with the relevant stakeholders to assist with benchmarking analysis and preparing performance reports and provide insights and analysis into opportunities to improve functional and organisational performance.
- Lead and mentor team members to continuously develop capability, optimise staff engagement, motivation, and productivity and build a customer centric culture.
- Provide high level support and advice to the Head, Planning and Performance and to the UPP Senior Leadership Team.
- Develop training and development programs based on the needs of stakeholders and colleagues.
- 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 and safety of yourself or others.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#)

Skills and Experience

- Tertiary qualifications with extensive relevant management experience, or proven equivalent competency gained through any other combination of education, training or experience.
- Proven advanced knowledge, understanding, and experience coordinating and delivering on strategic and operational planning activities in a complex environment, ideally within the higher education sector.
- Demonstrated high level critical thinking and analytical skills.
- Evidenced ability to establish highly effective and collaborative working relationships and initiate change in an organisation using high-level interpersonal, influencing, and written and verbal communication skills.
- Excellent team leadership capabilities including the ability to foster productive team dynamics to engage and enable teams.
- Ability to explain and communicate complex analysis to critical stakeholders in an effective and simplified way, or in a manner appropriate to the audience

- Advanced project management skills including the ability to manage multiple concurrent complex projects (end to end), to provide high-level advice and review and re-engineer complex systems and processes.
- Excellent organisational and time management skills and demonstrated ability to manage and respond to changing priorities and deadlines.
- Ability and capacity to direct and monitor the implementation and effectiveness of the University's safety management system.
- 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

- Verification of qualifications

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.