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POSITION DESCRIPTION

Strategy Manager

Position Level	9
Faculty/Division	Dean's Unit, Science
Position Number	00040329
Original document creation	13/12/2022

Position Summary

The Strategy Manager plays an integral role within UNSW Science by providing dedicated and strategic executive support to the Dean, Faculty Executive Director (FED) and Faculty Executive Team. The role entails significant contributions to lead and coordinate strategic projects across the Faculty. The Strategy Manager will be responsible for managing and developing initiatives aligned with the implementation of the Faculty Strategy, the preparation and presentation of detailed analysis of Faculty performance, and for providing project management and analytical support. The Strategy Manager works closely with the Operations Manager to ensure seamless alignment between the Dean's Unit Strategy and Operations portfolios.

The role of Strategy Manager reports to the Faculty Executive Director and has several direct reports including Project Officers for portfolios such as Research, Engagement, Strategy, and Equity, Diversity & Inclusion.

Accountabilities

Specific accountabilities for this role include:

- Proactively advise, influence and ensure cohesion of the strategic planning and objectives of UNSW Science using superior interpersonal communication skills whilst exercising discretion, initiative and confidentiality at all times.
- Support the Dean, Faculty Executive, and senior managers with the management, coordination, and delivery of strategic and operational goals through the provision of data analysis, strategic advice, and project management.
- Lead policy development initiatives as required by the Dean, in collaboration with relevant members of the Faculty Executive and in consideration of University processes and guidelines.

- Engage with University teams on strategy planning with a focus on the development and evaluation of Faculty operational plans and Faculty inputs into University operational plans.
- Undertake high level strategic analysis, report writing, development of position papers and proposals for consideration by the Dean or other Faculty leaders.
- Coordinate content development of materials for the Dean and Faculty Executive's engagement activities such as presentations, data analysis, and board papers; including ensuring alignment with the Science Strategy and the University's Strategy 2025.
- Provide high level interpretation of data to the Faculty Executive based on performance indicators and provide recommendations to allow the Faculty and Schools to meet strategic goals.
- Lead and undertake ad hoc projects as required, including oversight, monitoring and reporting against the budgets and goals.
- Lead, support and develop team members including setting annual performance indicators and workplans through the MyCareer process.
- 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 and safety of yourself or others.

Skills and Experience

- Tertiary degree or equivalent in a relevant discipline with substantial relevant experience, or an equivalent level of knowledge gained through any other combination of relevant education, training and/or experience.
- Experience in developing and implementing strategic plans and managing projects with multiple stakeholders to meet organisational objectives.
- Proven experience in strategic management and effective leadership, and evidence of team building and negotiating skills.
- Demonstrated cultural sensitivity and a strong sense of equity, diversity, and inclusion in dealing with diverse colleagues, partners, and stakeholders.
- Demonstrated ability to work under pressure with sensitive and confidential matters.
- Extensive experience in preparation of documents such as briefing papers and policy related documents.
- Advanced level of computer literacy, working with a range of computer systems and applications including Power BI.
- Demonstrated ability to undertake advanced analysis and present statistical information in a meaningful and informative way, including the use of tables and charts, providing both comprehensive and summary commentary, and to incorporate into high quality reports suitable for publication or distribution.
- 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

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.