



**Australian
National
University**

Position Description

College/Division:	Planning and Performance Measurement
School/Centre:	
Department/Unit:	Planning and Review
Position Title:	Senior Planning Analyst
Classification:	ANUO8 (administration)
Position No:	01166
Responsible to:	Manager Planning and Review

PURPOSE STATEMENT:

The Senior Planning Analyst is responsible for the development, continuous improvement and ongoing maintenance of the organisation's long-term forecasting and scenario planning of non-financial drivers such as student load planning and associated business processes within the University's planning framework.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Reporting to the Manager, Planning and Review and working closely with other stakeholders the position will assist with the implementation of student number modelling, fee modelling, modelling for scenario planning. The role will also be responsible for the ongoing maintenance of these solutions and the facilitation of the engagement of the campus community with these solutions.

Role Statement:

Under the direction of the Manager, Planning and Review, The Senior Planning Analyst will design and build modelling tools including forecasting and reporting solutions. They will also support the policy and processes of the use of these tools within the planning framework. This will involve:

- Undertaking data analysis, reporting and modelling of non-financial data including student load planning processes.
- Gather user requirements, document business processes and contribute to technical specifications.
- Designing, developing and managing TM1 models to meet user requirements, including systems and user testing phases. All TM1 development work will be quality assured by the Planning Systems Manager who has responsibility for the successful operation of the University's TM1 environment.
- Participation as a project team member as required in a variety of initiatives designed to enhance and develop the university's management and reporting capabilities as consistent with the classification of the position.
- Undertake bespoke modelling on request to test business cases and management decisions.
- Assist in the development of aspects of the planning framework and associated policies and procedures.
- Support the University community in interacting with the models and participating in planning processes including training of users and managers.
- Manage the preparation of Commonwealth Supported load forecasts and develop methodologies and approaches to manage both available funding and student demand.
- Performing other duties as directed, consistent with the classification level of the position.

SELECTION CRITERIA:

1. Degree in a relevant discipline related to planning, performance, and statistical modelling and/ or equivalent combination of professional experience. Higher Education experience is highly desirable.
2. Extensive experience in modelling business activity, using large and complex datasets and projecting business outcomes including scenario analysis for practical application.
3. Design and development experience, working with IT modelling tools, TM1 desirable, and Excel to an advanced level.
4. Demonstrated use in the application of planning tools and their use in conjunction with Data Warehouse and Business Intelligence tools.
5. Highly developed problem solving, report writing, time management and project management skills, including demonstrated ability to determine priorities, work under pressure and meet deadlines.
6. Strong communication and interpersonal skills with a proven ability to collaborate, engage, negotiate and influence a wide range of stakeholders.
7. A demonstrated high level of understanding of equal opportunity principles and a commitment to the application of EO policies in a University context.

Supervisor Signature:		Date:	
Printed Name:	Sarah Withers	Uni ID:	<enter>

References:
[General Staff Classification Descriptors](#)
[Academic Minimum Standards](#)