THE UNIVERSITY OF
MELBOURNE

Finance and Performance
MELBOURNE SCHOOL OF ENGINEERING

Senior Business Analyst

INDIGENOUS AUSTRALIANS ARE ENCOURAGED TO APPLY

POSITION NO	0045470
CLASSIFICATION	PSC 9
SALARY	$115,726 - $120,404 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
BASIS OF EMPLOYMENT	Full-time
EMPLOYMENT TYPE	Continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers
CURRENT OCCUPANT	Vacant
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers, under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Claire Hooper Tel +61 38344 7080 / +61383446633 Email: claire.hooper@unimelb.edu.au *Please do not send your application to this contact*

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

PURPOSE OF POSITION

The Senior Business Analyst is responsible for delivering expert analysis on all aspects of planning and operations; with a focus on strategy, benchmarking, performance and overseeing student load management.

POSITION OVERVIEW

In this role, you will work closely with key stakeholders to develop business opportunities and reduce operational risk, provide current and predictive data with the aim of optimising performance in teaching, research and engagement activity. You will be responsible for 1 x Direct Report (Project Analyst).

The Melbourne School of Engineering (MSE) and IT is rapidly growing in student enrolments and research activity, with a number of projects relating to new business initiatives and also providing current and predictive data with the aim of improving performance. This is a very 'hands on' role, working as a high-level analyst and business partner to obtain briefings, provide analysis, share insights and offer solutions.

You will work closely with key stakeholders, including the executive team and the Head of Finance, on strategy and operations, including teaching, research and engagement activity. You will partner with our academics, managers and executive team to find opportunities and reduce risk as the School doubles in scale over the next few years as part of its MSE2025 strategic vision.

OVERVIEW OF SKILLS & EXPERIENCE

- High degree of autonomy and independence, ability to meet deadlines.
- Complex problem-solving skills and sound judgement.
- Experienced in working with various clients, interpreting requests and giving advice accordingly.
- Leadership - ability to brief and present to executives, lead and drive team projects.
- Financial or commercial background or training preferred, as requires an ability to understand the impact of business decisions and flow on implications in relation to the budget. CPA or similar advantageous.

The Melbourne School of Engineering strongly encourages applications from Indigenous Australians in response to its Indigenous Employment Plan.

The Melbourne School of Engineering is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.

1. *Selection Criteria*

1.1 ESSENTIAL

- Postgraduate qualifications or progressing towards postgraduate qualifications; or an equivalent combination of relevant experience and/or education/training.

- Significant experience working on business analysis projects within a complex work environment.

- Ability to understand the impact of business decisions and flow on implications in relation to the budget.

- Highly advanced skills in Excel (including VBA), data bases and reporting and analytical tools, such as Microsoft Power BI, Tableau, OBIEE and SPSS.

- Proven leadership experience with the ability to brief and present to executives and represent MSE.

- Advanced analytical skills, with a sound understanding of and ability to interpret data as it relates to finance, budgets, students, research and staff within a higher education context.

- Excellent written and verbal communication and interpersonal skills with the ability to translate and provide clarity between the business and the team.

- Proficiency in planning, conceptual, analytical and problem solving with demonstrated ability to develop innovative solutions.

1.2 DESIRABLE

- CPA or similar qualification.

- Understanding of higher education industry is advantageous but not essential;

- Demonstrated project management skills would be valuable, for example, Lean Six Sigma or similar methodology.

2. *Key Responsibilities*

2.1 STRATEGY AND OPERATIONS

- Contribute to the development of business and strategic plans, including facilitating use of business metrics tools and datasets.

- Communicate with key stakeholders to ensure there is a well-founded understanding of key performance metrics that impact on School planning.

- Guide Schools in the collection and analysis of data relating to their teaching and research activities and in the formulation of business plans congruent with the strategies of the School and University.

- Oversee student revenue projections, working closely with the Project Analyst to provide accurate forecasting and advice on student scenario modelling. Provide updates on budget versus actual teaching revenue and EFTSL, and conversion targets and work closely with key stakeholders to deliver these targets.

- Identify client information needs and assist in the development of databases and preparation of reports for University and external reporting requirements; for example, costing and performance models.

- Undertake project work including the identification of relevant and usable data sources, selecting appropriate methods of data collection and analysis, and reporting of conclusions, implications and recommendations.

- Undertake benchmarking activity with other universities and organisations and preparing performance reports and data collection methodology.

- Manage the risk management framework, including working with executive to review mitigation actions regularly.

- Early adopter of business intelligence tools to design and promote utilisation of new reporting products locally, and also to support University driven initiatives, for example throughout development lifecycle stages.

- Provide efficient and effective delivery of project based analysis tasks within projects (i.e. delivered to agreed time, cost & quality specifications).

2.2 PLANNING

- Lead the development and integration of financial, workforce, research and teaching data for planning purposes, with the use of business metrics, tools and datasets.

- Work closely with the Executive Team to provide advice and actively participate in planning strategic and operational activities across teaching, research and engagement activity.

- Deliver monitoring, benchmarking tools and analysis to enable improved business processes and planning across the business, with a focus on long term strategy at both the local and University of Melbourne level.

- Lead relevant projects including the identification of relevant and usable data sources, selecting appropriate methods of data collection and analysis, and reporting of conclusions, implications and recommendations.

2.3 STAKEHOLDER MANAGEMENT

- Foster collaborative working relationships with all stakeholders within the School, particularly MSE executive, Academics and staff overseeing delivery of student recruitment, teaching, research and engagement delivery and University Services.

- Work with other key partners within the wider University community including, Infrastructure Services, Research, Industry and Commercialisation, Business Intelligence and Reporting to enable the delivery of high quality information services across.

- Establish a network across the Industry, for example to assist with benchmarking activity and integration of best practice.

- Develop and maintain a high level of theoretical and operational knowledge on School and university costing systems, models and procedures.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

You will have a high degree of autonomy and independence to develop analytics, scenario models, business cases and proposals. You will be expected to escalate any business risks or opportunities as they arise with the Head of Finance and the School Executive. However, is

expected to operate largely independently; provide analysis and liaison widely with the University community.

3.2   PROBLEM SOLVING AND JUDGEMENT

You will be expected to use a high level of insight in the role to improve operational performance by identifying issues, effecting solutions, building or re-engineering processes and systems and providing professional advice. You will work across the School with a variety of key stakeholders. At times, there are clearly defined processes and deadlines, while at others the role requires a high level of business acumen and problem solving, and ability to think laterally to develop solutions that work across the School.

3.3   PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

You will work across both MSE and the wider University, and also partner with external consultants, requiring:

- ▶ A proven ability to understand the dynamics of getting projects and tasks completed successfully on time and budget, within a large operating environment.
- ▶ A sound understanding of the organisational structure of the School and University Services and Chancellery.
- ▶ A high level of knowledge of the University's finance, student, HR and   research and other University enterprise systems.
- ▶ A working understanding of the teaching programs offered by the School, especially in relation to student fee income, or commitment to gain this fundamental business knowledge in the role.
- ▶ Knowledge of University policies and procedures.

3.4   RESOURCE MANAGEMENT

Although you do not have direct responsibility for budgets, are required to provide high level advice to senior stakeholders to inform decision making and planning.

3.5   BREADTH OF THE POSITION

The role works with both academic and professional staff within the School, and with colleagues within the University. You will work widely with other areas of the University, for example University Services, including Business Intelligence Reporting (BIR) and Chancellery. The role also requires working with other Universities at various times during the year, for example on benchmarking activity.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the

University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Additional Information

6.1 FINANCE & PERFORMANCE TEAM

The Finance and Planning team supports management of income and expenditure relating to teaching, research and engagement activities within the Melbourne School of Engineering. This team is part of a wider group of professional support staff including Advancement, HR, IT, Research Services, Marketing, Academic Support Office, Facilities and the Office of the Dean

The support staff provide a range of services to the five academic departments within the School. These departments include Chemical and Biomolecular Engineering, Infrastructure Engineering, Mechanical Engineering, Electrical and Electronic Engineering and Computer and Information Systems. Clients include academic and professional staff, students, honoraries, funding bodies and collaborators, industry groups and government.

6.2 MELBOURNE SCHOOL OF ENGINEERING

www.eng.unimelb.edu.au

The Melbourne School of Engineering is one of Australia's leading Engineering Schools and aims to be the school of choice for the highest performing students and research staff in Australia and within the Time Higher Education Supplement top twenty Schools of Engineering internationally by 2020.

6.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The University offers staff many benefits and prospective staffs are encouraged to view the following web links:

www.unimelb.edu.au

http://growingesteem.unimelb.edu.au/

http://about.unimelb.edu.au/careers

6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at www.unimelb.edu.au/unisec/governance.html.