



## POSITION DESCRIPTION

Strategy, Planning & Resources  
Faculty of Arts

### Budgets & Planning Manager

POSITION NO	0034383
CLASSIFICATION	PSC 9
SALARY	\$115,726 - \$120,404 (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Kate Gascoigne Tel +61 3 8344 9067 Email <a href="mailto:krg@unimelb.edu.au">krg@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

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

## ***Position Summary***

The Faculty of Arts Strategy, Planning & Resources (SPR) team is responsible for facilitating programs and functions in the Budgets & Planning, Business Analytics, Finance and Accounting and OHS & Facilities portfolios. Arts SPR seeks to support business operations and the achievement of Faculty strategic and operational goals through the provision of high quality business support services and business partnering. Arts SPR are currently seeking an experienced Budgets & Planning specialist to fill this ongoing appointment.

Reporting to the Manager, Strategy, Planning & Resources, the incumbent is responsible for leading and managing the finance and accounting function in SPR to support the Faculty's long term financial sustainability and compliance obligations. The role develops the Faculty budget in partnership with Faculty leadership (encompassing research funds, student fee income, trust funds and strategic funds) and oversees the Faculty's finance and accounting activities (non-transactional) related to research grants and contracts, trusts and in-year financial reporting and monitoring.

The role has significant input to the development of improved financial resource management policy and practices under the Faculty's continuous improvement framework and assists in the provision of expert and robust financial analysis and advice to Faculty leadership in support of strategic and operational decision making and special projects. The incumbent is a key interface with University Services and Chancellery and will use their influencing skills to advocate for the Faculty with respect to the University's financial model and other financial policy matters.

## ***1. Key Responsibilities***

### **1.1 BUDGETS, PLANNING AND FINANCIAL MANAGEMENT**

- ▶ Responsible for the development and management of the Faculty's 3-year financial plan including the provision of timely and accurate budget analysis and advice to the Dean and Faculty Executive Director
- ▶ Manage, review, monitor and make recommendations on the effectiveness and currency of the Faculty's internal budget model
- ▶ Responsible for the timely delivery of high quality forecasting and compliance reporting per Faculty and University deadlines
- ▶ Effectively manage financial risk and mitigation strategies
- ▶ Contribute to the planning, development and evaluation of Faculty programs and initiatives by preparing business cases, undertaking analysis and costing new initiatives
- ▶ Provide expert financial analysis and advice to the Dean, Faculty Executive Director, Heads of Schools, Portfolio Heads and Senior Managers as needed

### **1.2 RELATIONSHIP MANAGEMENT**

- ▶ Work closely with the Manager, Business Intelligence in the SPR team with respect to revenue modelling for budgeting and forecasting and the provision of advice and analysis
- ▶ Build relationships and partner with heads of schools, portfolio heads, directors and senior managers to ensure financial management best practice

- ▶ Collaborate with functional experts across the University, particularly in Chancellery Finance and University Services, Finance and Employee Services, in the development of policy, systems, processes and best practice that meets Faculty requirements and supports continuous improvement and innovation

### 1.3 LEADERSHIP & MANAGEMENT

- ▶ Accountability for leadership of staff within the Finance and Accounting portfolio to ensure functional excellence and continuous improvement
- ▶ Provision of staff management responsibilities including staff development, training, workload management, communication and information flow

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ Degree qualified in a relevant discipline and membership of a professional accounting body with proven expertise and extensive relevant experience in a senior finance role.
- ▶ Proven expertise and demonstrated value adding experience in managing the financial planning and analysis infrastructure in complex environments.
- ▶ Strong leadership and people management skills, with proven ability to maximise team outputs whilst fostering a positive, solution focussed team environment. An ability to build and establish strong relationships and work collaboratively with individuals internal and external to the Faculty and University across all levels
- ▶ Demonstrated extensive experience in the development, implementation and ongoing maintenance of policies, procedures and systems to ensure effective and efficient financial processes and compliance, with proven ability to drive continuous process improvements
- ▶ Proven experience in developing and communicating financial analysis in the form of written business cases and presentations to senior management
- ▶ Strong interpersonal, communication and presentation skills, with proven experience in developing effective recommendations based upon complex financial information.
- ▶ Proven track record of minimising financial risk through implementing and maintaining effective financial controls in line with relevant organisational frameworks, regulations and policies.
- ▶ High level of responsiveness and flexibility to changing priorities and a proven capacity to work well in a highly pressured environment.
- ▶ Demonstrated ability to ensure accuracy and attention to detail.

### 2.2 DESIRABLE

- ▶ Experience in or an understanding of the higher education sector.
- ▶ Knowledge of the legislative and regulatory frameworks that apply in tertiary education as well as an understanding of current issues in University funding, teaching and learning and quality assurance and its impact.

### ***3. Job Complexity, Skills, Knowledge***

#### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

A part of the operational management team in the Faculty, the Budgets & Planning Manager works under the broad direction of the Manager – Strategy, Planning & Resources. The position exercises a high degree of delegated authority at a senior level, and exercises a high level of independence, developing plans and proposals exercising considerable initiative.

The incumbent independently provides a wide range of advice to departments & schools concerning Faculty policy and systems, and liaises widely in the University community. The position exercises both formal and informal leadership and a high level of interpersonal skill.

#### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The Budgets & Planning Manager is expected to demonstrate established skills in business judgement, strategic agility, business acumen and high-level problem solving skills. It is expected that the incumbent will bring considerable expertise and experience to identify and resolve business issues. The ability to develop policy, modify process and introduce innovative practice is a requirement of the role.

The ability to exercise independent and mature judgement is essential. This judgement is focused on the strategic directions of the Faculty and its context within the broader University direction.

The ability to interrelate with numerous stakeholders requires mature judgement, diplomacy, advocacy and problem solving skills. A high standard of professional behaviour is expected.

The position resolves problems independently and exercises considerable judgement in resolving sensitive and complex matters.

#### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

Extensive relevant professional knowledge and high order organisational knowledge are required for the successful execution of this role. A thorough knowledge of University and Faculty policies and procedures is also desirable as the incumbent plays the lead role in the provision of expert financial advice, management of the Faculty budget and contributing to the business planning cycle within the Faculty.

A sophisticated knowledge of financial principles and practice is expected, as is a thorough understanding of the methods of operation of large organisations.

The position requires extensive professional knowledge and experience in the development, implementation and continuous improvement of business support systems. An understanding of the Faculty's academic disciplines and the related professions of the Faculty are also necessary

### 3.4 RESOURCE MANAGEMENT

The Budgets & Planning Manager is responsible for the performance and professional development of staff reporting to them. The incumbent is also responsible for providing financial leadership across the Faculty. The position approves Faculty purchases within delegation and is responsible for overseeing a budget in excess of \$180 million.

### 3.5 BREADTH OF THE POSITION

The position liaises with a broad spectrum of academic and professional staff within the Faculty, and with a number of people in the wider University. The nature of these interactions includes co-ordinating with other staff to achieve defined financial, budgeting and planning objectives, and providing advice and services to the leadership of the Faculty. The position liaises with other sections of the University, including areas of University Services, Chancellery and other faculties.

## 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. Other Information

### 6.1 ORGANISATION UNIT

The Strategy, Planning and Resources (SPR) team partners with Faculty staff to enable the achievement of strategic and operational goals through planning, evaluation, budgeting, financial management and OHS, facilities and records management advice and support. The three service areas in SPR are:

- ▶ Budgets & Planning
- ▶ Business Analytics & Evaluation
- ▶ OHS, Facilities & Records

### 6.2 BUDGET DIVISION

<http://www.arts.unimelb.edu.au/>

humanities and social sciences fields in Australia and in many cases internationally. Founded in 1853, the Faculty of Arts is one of Australia's oldest and largest faculties with approximately 400 staff and 8000 engaged in over 900 subjects in more than 40 areas of study. As Australia's premier Arts faculty, it aims to provide an exciting, high-quality intellectual environment that will attract the best students and staff across a wide range of disciplines.

The Faculty of Arts maintains strong connections with leading international universities through research collaborations and student exchange programs, and nurtures relationships with government, not-for-profit and private organisations through student internship placements, research projects and community engagement.

As well as housing the Graduate School of Humanities and Social Sciences, the Faculty of Arts also comprises five academic schools:

- ▶ Asia Institute
- ▶ School of Culture and Communication
- ▶ School of Historical and Philosophical Studies
- ▶ School of Languages and Linguistics
- ▶ School of Social and Political Sciences

Our students and staff are supported by business units within the Faculty including:

- ▶ The Office of the Dean and Faculty Executive Director
- ▶ The Academic Support Office
- ▶ The Strategy, Planning and Resources Unit
- ▶ The External Relations Unit
- ▶ The Research Office
- ▶ The Human Resources Office

For more information on the Faculty please see [www.arts.unimelb.edu.au](http://www.arts.unimelb.edu.au)

### 6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

### 6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health;

on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 6.5 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 <http://www.unimelb.edu.au/governance>