THE UNIVERSITY OF
MELBOURNE

Policy & Projects
Chancellery

Senior Analyst, Strategy, Planning & Performance

POSITION NUMBER	0033902
CLASSIFICATION	PSC 9
SALARY	$115,726 - $120,404 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	Please do not apply via the University website. We have engaged SHK to assist in this recruitment. To apply, please email your resume to applymel@shk.com.au quoting JO-1801-26377 or go to www.shk.com.au. For more information, please contact Matthew Belleghem at SHK on +61 3 8620 8037.

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

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.

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 deserve to service for excellence and reach the targets of Growing Esteem.

CHANCELLERY

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- delivering strategic leadership
- allocating capital according to strategic priorities
- developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ensuring identity or brand is consistent with strategic intent and purpose, and
- overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

POLICY AND PROJECTS

The Policy and Projects portfolio works collaboratively across the University to support the development and delivery of the University's strategic plan Growing Esteem 2015–2020. The portfolio is responsible for overseeing strategy, planning, performance, strategic risk, major projects, policy, government relations and governance at a whole-of-University level. The portfolio is composed of the following teams: Governance; Policy and Government Relations; Major Projects; and Strategy, Planning and Performance.

ABOUT THE ROLE
Position Purpose:

The Senior Analyst Strategy, Planning & Performance ensures the effective delivery of an integrated strategic framework for the University and divisional strategic planning and performance monitoring. This includes the effective delivery of the annual planning, budget, department and quality review cycle. The Senior Analyst will support the implementation plans for the University's strategic planning framework and work with the Executive Director, Finance, and Academic Divisions in the development of student profile and load targets. The incumbent will also produce strategic analyses and assess both performance and the impact of changes on institutional outcomes. This requires the ability to translate performance outcomes into practical planning strategies.

This role includes regular reporting against the University's Strategic Plan, monitoring and evaluating performance against improvement plans and recommendations arising from the strategic planning and quality review process, and compilation of the Annual report and higher education programmatic reporting including Australia's Tertiary Education Quality and Standards Agency (TEQSA). The Senior Analyst, Strategy, Planning & Performance is also responsible for analysing the benchmarking data pertaining to the Uniforum professional services exercise. As such, this role requires a comprehensive understanding of the drivers, including risks, underpinning performance in higher education both nationally and internationally.

Complex problem solving is a core element of this role. Additionally, the role requires a comprehensive understanding of the factors underpinning performance including student profile, staff, research, finance, teaching and learning, engagement and space data, internationalisation and management, utilizing this information to drive continuous improvement.

Reporting line: Executive Director, Strategy, Planning and Performance

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: N/A

Key Internal Relationships: Divisional Performance Planning Analysts; University Services Planning Analysts; Chancellery Planning Analysts; Director, Business Intelligence & Reporting; Director

Key External Relationships: Cubane Consulting, Go8 Data Submission Network; The Department of Education

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Operational context: Whole of University

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Strategy
    - o Formulate critical strategic analyses to shape strategic plans at the University and faculty level including the development of cross campus strategies and plans
- Risk
    - o Support the Executive Director to develop and shape the University's risk management framework and work with University Services in implementing across the University
- Planning
    - o Support the Executive Director with student profile planning and demand evaluation
    - o Deliver project schedules, plans and documentation to ensure the successful implementation of the annual planning, budget and quality review cycle through the Policy and Projects portfolio
- Performance
    - o Support the development of new performance metrics to reflect and enable strategy, based on an expert understanding of key data sets, understanding the higher education context and the University's national and international position
    - o Support the provision of performance information and reporting against improvement plans for quality and management review
    - o Actively engage in the Executive Dashboard Analyst Network and ensure data is accurate and effective

- Planning
    - Ensure compliance with administrative requirements for the submission of government and external bodies

Selection Criteria:

Education/Qualifications

1. The appointee will have tertiary qualifications in a relevant discipline and/or an equivalent mix of education and significant relevant experience

Knowledge and skills:

2. Advanced analytical skills, with a sophisticated understanding of and ability to interpret data as it relates to finance, budgets, students, research and staff within a higher education context.
3. Ability to formulate analysis and inform senior decision makers and relevant committees using a variety of modes.
4. Excellent written communication skills and policy development capability.
5. Experience working in strategic planning, ideally in higher education and collaborating across large organisations.
6. A demonstrated competency in data analysis and business intelligence tools and Excel, OBIEE, SSPS or equivalent.
7. Demonstrable evidence of contributing to performance improvement through the use of predicative performance analytics across a complex organisation.
8. An advanced understanding of higher education policy nationally and internationally.
9. Demonstrated capacity for complex problem solving.
10. Demonstrated advanced project management skills, including the planning, coordination and overseeing the completion of tasks to meet deadlines with a high degree of accuracy.