



POSITION DESCRIPTION

Strategy, Planning & Resources
Faculty of Arts

Budget and Planning Analyst

POSITION NO	0034387
CLASSIFICATION	PSC 7
SALARY	\$88,171 - \$95,444 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
EMPLOYMENT TYPE	Continuing position available
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Kate Gascoigne Tel +61 3 83449067 Email krg@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:
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 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.

Reporting to the Manager, Budgets and Planning, the Budgets and Planning Analyst provides business partnering services to the leaders of the Faculty. The role will be a key adviser to managers on matters relating to workforce costing, budget development and management reporting. This will involve supporting the development of financial literacy and best practice within the Division.

The Budget and Planning Analyst plays a key role in the development and delivery of the Faculty's Financial Plan and Budget. The Analyst also prepares the Faculty's Budget Allocation Model which involves the collection, organization and analysis of Faculty and School financial data and budget drivers.

The role will be an innovator in the Faculty community with the ability to provide insight from the analysis of financial information. The incumbent contributes to the alignment of the Divisional budget to support delivery on key strategic priorities. As a contributor to the University community this role will work in partnership with Faculty, Chancellery and University Services to ensure we have the systems to support the Faculty to deliver on its key strategic objectives.

1. Key Responsibilities

- ▶ Contribute to the annual Business Planning and Budget processes by analysing, forecasting and planning income and expenditure, assisting Heads of Schools and Managers to translate objectives into financial terms, coordinating and consolidating information across multiple sources and data sets
- ▶ Analyse driver data used in the University and Faculty budget and provide authoritative advice on the impact and reliability of the drivers at Divisional, School and Centre levels
- ▶ Facilitate decision making and annual budgeting by preparing the Faculty's internal budget model
- ▶ Coordinate the provision of comprehensive and accurate workforce costing information for the Faculty in partnership with Employee Services and Managers throughout the planning, budget and forecast cycle
- ▶ Facilitate evidence-based decision-making by supporting the development of reporting literacy and best practice in using and interpreting available data, reports and dashboards
- ▶ Enhance operational efficiency by developing custom reports, and new tools that complement enterprise reports and dashboards
- ▶ Contribute to the planning, development and evaluation of Faculty programs and initiatives by participating in multi-disciplinary teams, working with staff to scope projects, undertake analysis and cost new initiatives
- ▶ Work collaboratively within and across functional areas in the Faculty to ensure broader divisional goals and objectives are being met
- ▶ Collaborate with functional experts in Business Intelligence and Enterprise Systems across the University in the development of systems and best practice that meet Faculty requirements supporting continuous improvement and innovation

- ▶ Assist with quarterly forecasts, variance analysis and financial reporting.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A tertiary qualification in a relevant discipline and or equivalent mix of education and relevant experience
- ▶ CPA or Chartered Accountant
- ▶ Demonstrated experience in budget modelling and forecasting in the higher education sector.
- ▶ Demonstrated experience in using financial systems such as Oracle Financials (including Hyperion Planning) and the ability to generate timely customised reports for management on budget, actual and forecast.
- ▶ Demonstrated experience in managing and manipulating data using tools including Excel, Access or equivalent, and experience in data extraction from enterprise platforms such as Hyperion
- ▶ Sophisticated understanding of, and the ability to interpret, financial information within a higher education context.
- ▶ Demonstrated aptitude for project management and motivation including an ability to work under pressure when dealing with a variety of tasks, conflicting priorities and multiple deadlines

2.2 DESIRABLE

- ▶ Demonstrated experience in communicating to a wide range of stakeholders
- ▶ Knowledge and understanding of the University of Melbourne (policies, procedures and strategic plans)

3. Special Requirements

- ▶ None

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Budgets and Planning Analyst reports to and receives broad direction from the Manager, Budgets and Planning. The incumbent will work independently to resolve day to day problems and, in carrying out tasks, will generally only refer issues to others if they are unable to provide a workable solution to problems in the absence of established procedures, where issues fall outside policy guidelines or for issues that require significant intervention.

4.2 PROBLEM SOLVING AND JUDGEMENT

The position has responsibility for applying a knowledge and understanding of Faculty strategic plans, organisational performance and revenue generation to solve business problems. The incumbent will be required to perform a variety of tasks ranging from the routine to the complex. Many functions will be based on clearly defined procedures and will operate within set time frames, whilst others will require analytical and problem solving skills as well as the ability to develop innovative solutions to problems in the absence of established policies and procedures.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will need to quickly develop a thorough knowledge of Faculty and University strategic plans, organisational performance and revenue generation to apply to data analysis and forecasting.

4.4 RESOURCE MANAGEMENT

The Budget and Planning Analyst is responsible for the effective administration of their time and will coordinate, plan and review processes that impact on resource allocation.

4.5 BREADTH OF THE POSITION

The position covers a wide range of tasks often involving liaison with Faculty (SPR, Office of the Dean, academics and other professional staff) and University stakeholders (Business Intelligence and Reporting, University Services, Chancellery Finance, analysts in other academic divisions) to gather information and data requirements.

5. *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.

6. 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.

7. Other Information

7.1 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

7.2 BUDGET DIVISION

arts.unimelb.edu.au

The Faculty of Arts is at the forefront of teaching and research in the languages, humanities and social sciences fields in Australia and in many cases internationally. Founded in 1853, it is one of Australia's oldest and largest faculties with approximately 400 staff and 7000 students - 6000 undergraduates and 1000 postgraduates – engaged in over 900 subjects in more than 40 areas of study. Over 600 international students from more than 50 different countries representing five continents are currently studying towards degrees offered in the Faculty.

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 Studies

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

7.3 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>.

7.4 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.

7.5 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>