

Position Description

Planning & Improvement Advisor

Position No:	[]
Division:	Planning and Governance
Business Unit:	Office of the Vice President (Administration)
Campus/Location:	Melbourne (Bundoora)
Classification:	Higher Education Officer Level 8 (HEO8)
Employment Type:	Continuing, Full-time
Position Supervisor:	Manager, Planning and Improvement
Number:	50038705
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

For enquiries only contact:

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Position Description

Planning & Improvement Advisor

Position Context

The Planning, Review and Improvement team is primarily responsible for leading and managing the implementation of the integrated and robust planning, review and improvement framework and processes within La Trobe to ensure that the achievement of the University's strategic objectives is appropriately supported.

The Planning and Improvement Advisor works in close collaboration with other staff within the Planning and Institutional Performance Unit (PIPU) to effectively engage with staff across the University, building and maintaining relationships, recognising shared agendas and working toward positive outcomes.

Primary Objectives

The primary objectives of this position are:

- High level coordination of the implementation of the University's annual planning and review cycle processes, including annual operational planning, monitoring and review.
- Provision of professional and administrative support for cyclic reviews of Colleges, Schools and other organisational units.

Key Accountabilities

- Provide support for strategic and operational planning processes, including:
 - development and dissemination of supporting materials such as guidelines and templates
 - coaching and advising University-wide staff involved in developing business plans; including facilitating briefing and training sessions as required
 - reviewing, monitoring and evaluation of submitted plans
 - coordinating senior executive feedback on functional area content and alignment with strategic objectives
 - acting as the central point for advice on plan progress and completion.
- Support the development and implementation of annual operational monitoring and review processes. This includes:
 - the development and dissemination of supporting materials such as guidelines and templates used for reporting and review purposes,
 - providing executive support to panels convened to review operational performance (such as annual operational review panels and/or functional area executive teams),
 - ensuring recommendations from review processes are captured and communicated effectively, including any variance reports to operational planning documents that might result from this process.
- Project manage initiatives such as the UniForum activities, school and division reviews and related continuous improvement activities, ensuring that the outcome of these initiatives inform the ongoing planning and monitoring framework.
- Working with other PIPU teams, support the achievement of PIPU's vision and objectives and effectively engage with staff across the University in relation to the work of PIPU. Build and sustain relationships with a network of key people internally and externally. Anticipate and respond to internal and external client needs.

- Liaise across key University Divisions and Administrative Units responsible for managing the implementation of the University's annual planning and review cycle to ensure the efficient and effective coordination of complementary activities and processes in the cycle, such as budgetary, business performance and strategic planning processes.
- Provide high quality professional advice on the policy and procedural framework relating to planning, review and improvement activities/process, including the drafting and/or revision of new/existing policy/procedures.
- Develop planning materials and support planning events, e.g. retreats, including logistical arrangements, minutes, reports and ensure the coordination of efforts with internal units where required.
- Other duties as required

Key Selection Criteria

- A relevant tertiary qualification, preferably at postgraduate level, with broad management/administrative experience in a tertiary educational environment
- Demonstrated high level analytical, creative problem solving and negotiation skills supported by the ability to conceptualise, develop, propose and review project plans and/or business proposals
- Excellent research skills and significant experience in the analysis of complex management data and information and in the use of database systems
- Experience with strategic and operational planning cycles and with the preparation of planning documents
- Experience in project design and management, and project evaluation
- Experience in support of senior committees or review panels
- Excellent written and verbal communication skills, and a proven capacity to build relationships with, and to facilitate partnerships among, senior executive staff, colleagues and stakeholders
- Proven ability to work as a member of a team in a very busy and dynamic environment
- Effective time management skills

La Trobe Values

At La Trobe we:

- take a world view
- pursue ideas and excellence with energy
- treat people with respect and work together
- are open, friendly and honest
- hold ourselves accountable for making great things happen.

For Human Resource Use Only

Initials: KS Date: March 2017