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| **Position Description** |

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| **Manager, Planning and Improvement** | |
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| **Position No:** | 50038705 |
| **Division:** | Planning and Governance |
| **Business Unit:** | Office of the Vice President (Administration) |
| **Campus/Location:**  **Classification:** | Melbourne (Bundoora)  Higher Education Officer Level 10 (HEO10) |
| **Employment Type:** | Continuing, Full time |
| **Position Supervisor**  **Number:** | Director, Planning & Institutional Performance  50002372 |
| **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** |

**Manager, Planning and Improvement**

**Position Context**

The Planning and Governance Division provides a leadership role within the University in the following functional areas: Planning and Institutional Performance, Risk Management, Legal Services, Governance and Policy, Records and Archives, and Program Management.

Within the Planning and Institutional Performance Unit (PIPU), the Manager Planning and Improvement oversees the Planning and Improvement Team comprising four staff. The 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 Team works in collaboration with other teams within PIPU to effectively engage with staff across the University, building and maintaining relationships, recognising shared agendas and working toward positive outcomes.

**Key Areas of Accountability**

* Oversee and lead the work of developing, implementing and refining of the University’s corporate planning and review framework and process. This will include:
* leading the implementation of effective, collaborative processes for planning at the functional, enabling and business plan layers of the framework that support alignment to the objectives of the University’s Strategic Plan;
* developing and publishing annually an integrated planning, budgeting and review cycle, in collaboration with relevant other areas of the University;
* ensuring effective linkages to improvement initiatives and an ongoing improvement cycle in the University.
* Lead and manage the cyclic strategic reviews of Schools and Service Divisions, including:
* conceptualization and implementation of appropriate policies and procedures to support these activities;
* development of resources and structures to train and support review panel executive officers;
* oversight of the activities of review panel executive officers.
* Lead and manage the conceptualisation development and implementation of a University-wide continual improvement initiative as a critical component to the planning and review cycle. This will include consolidating elements of business process review and improvement, and other monitoring and review activities.
* In close collaboration with the other PIPU staff, ensure that appropriate data and information is collated and provided in a timely fashion to inform and assist planning review and improvement processes, particularly the Business Plan and Performance Review process and progress reporting against plans.
* Lead the University’s administration of the UniForum Project, working to required protocols and timeframes
* Lead and manage the staff within the Planning, Review and Improvement Group fostering a climate of teamwork and collaboration internally, across PIPU and the wider University. Ensure individual development plans are in place for staff and undertake regular reviews of staff performance.
* Contribute to continual improvement across PIPU through involvement in workshops, taking part in methodology pilots and projects, providing constructive feedback on processes, systems and work practices
* Other duties as required

**Key Selection Criteria**

**Essential**

* Relevant post-graduate qualifications in a relevant field with substantial experience in planning, quality improvement and the implementation of change in large complex organisations - or an equivalent combination of relevant knowledge, training and/or experience.
* Demonstrated experience in the effective development and operation of a planning, review and improvement frameworks in a tertiary education organisation. Working knowledge of quality assurance and organisational improvement in the Australian higher education sector.
* Demonstrated ability to prepare complex business plans including strategic analysis of quantitative and financial information, scenario development and sensitivity analysis to inform decision making.
* Demonstrated capacity to operate effectively with broad direction and to lead and manage in a complex organisational environment. Proven high-order analytical, conceptual and problem solving skills with proven ability to plan and operate at both strategic and operational levels.
* A high level of communication skills including verbal, written and presentation skills. Excellent interpersonal, engagement, facilitation and influencing skills. Proven capacity to effectively work, engage and communicate with people at all organisational strata.
* Personal resilience with a flexible attitude to work. Ability to successfully adapt to changing circumstances and to perform well under pressure.
* Proven ability in results-focused leadership and management of staff.

**Desirable**

* Previous experience working in an Australian university in an institutional planning unit or similar work environment/focus preferred.
* Comprehensive knowledge of the Australian Higher Education system and contemporary public policy imperatives.

**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 Resources Use only

Initials: KS Date: March 2017