

Position description

Principal Specialist, Strategic Analytics

Department/Unit	Office of the President and Vice-Chancellor
Faculty/Division	Vice-Chancellor and President portfolio
Classification	HEW Level 10B
Employment type	Full-time
Work location	Clayton campus
Date document created or updated	August 2016

Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu

The Portfolio of the **Vice-Chancellor and President** is responsible for: high level coordination for, and management and advice to, the Vice-Chancellor; leadership in the management and delivery of key strategic and cross portfolio initiatives; university-level governance, strategic communications, external relations and coordination of special events arranged on behalf of the Chancellor and the Vice-Chancellor; and leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates.

Position purpose

This position is responsible for providing authoritative and expert advice to the President and Vice-Chancellor on a broad range of strategic and operational matters within the university which is independent, reliable, well researched and reasoned. The position provides strategic leadership, expert advice, information and support in identifying and shaping major business strategies and continuous business improvement.

Reporting line: The position, working with significant autonomy, reports to the Chief of Staff to the Vice-Chancellor, Office of the President and Vice-Chancellor who will provide broad supervision

Supervisory responsibilities: Not generally applicable, but may occur in project specific situations

Financial delegation and/or budget responsibilities: Financial delegation or budget responsibilities not generally applicable, but may occur in project specific situations

Key responsibilities

1. Analyse current market trends and develop insights in order to deliver informed recommendations for effective business models and improve the University's positioning and competitiveness
2. Provide broad and standardised management and performance reporting for the Senior Executive
3. Conceptualise and suggest solutions to complex problems, both at an enterprise and area specific level that will better position Monash to achieve its strategic objectives
4. Lead research and analysis of future shifts in Higher Education and make recommendations to secure Monash's global positioning
5. Provide strategic support to the Vice-Chancellor and Executive to ensure the VC has the most current data on trends, industry practice, and environmental factors to ensure that Monash can achieve its strategic vision
6. Scan new opportunities and analyse strategic rationale for market growth opportunities as well as identifying areas for potential improvement
7. Work closely with the eSolutions Information Management team to develop strategic business use cases, using a co-design approach, in order to drive the development of analytics solutions and insights to better understand the institution
8. Prepare and present specialised reports, correspondence, and briefs on complex and sensitive issues with a university-wide impact
9. Participate in evaluation panels (internal & external) as required

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - post graduate qualifications and extensive relevant experience in a finance, business or commercial leadership role, or
 - extensive management experience and proven management expertise, or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Superior research, investigative, conceptual and analytical skills
3. Experience working as part of a leadership team, contributing to setting strategic direction, undertaking strategic planning, providing advice and implementing initiatives to deliver on organisational objectives
4. Exceptional negotiation and consultation skills and demonstrated ability to facilitate successful outcomes
5. Strong project management and data analysis skills with the ability to efficiently manage multiple projects and deadlines that lead to significant business improvements
6. Proven ability to work in a changing environment with diverse challenges in a competitive market coupled with the ability to clearly articulate trends and insights to an executive audience that informs decision making and drives long term value creation
7. Exceptional consulting and relationship management skills, with the demonstrated ability to develop effective strategic relationships with key senior stakeholders and interact, influence and negotiate at senior levels within and outside the university
8. Exceptional communication skills, including the ability to provide authoritative advice and effectively communicate with individuals at all levels and with varying levels of financial literacy
9. Exceptional analytical and issues-based problem solving skills, together with an understanding of the key drivers of business performance
10. Inspiring and engaging presentation and delivery skills on a range of platforms to a diverse group of stakeholders
11. A sound knowledge of issues confronting the Australian education system and the University sector

Other job-related information

- Travel (e.g. to other campuses of the University) will be required
- Out of hours work (including evenings, weekends and public holidays) may be required from time to time
- There may be peak periods of work during which the taking of leave may be restricted

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationship.