

POSITION DESCRIPTION

Project Services
University Services

Business Analyst, Business Projects

POSITION NUMBER

PROFESSIONAL CLASSIFICATION STANDARD/SALARY

PSC 8 - \$99,199 - \$107,370 per annum (pro rata for part-time)

SUPERANNUATION

Employer contribution of 17%

WORKING HOURS

Full Time (1 FTE)

BASIS OF EMPLOYMENT

Fixed term available for 6 months

HOW TO APPLY

Go to <http://about.unimelb.edu.au/careers>, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.

CONTACT FOR ENQUIRIES ONLY

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Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:
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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

PROJECT SERVICES

Project Services deliver cost-effective fit for purpose outcomes which support the University in achieving its strategic goals.

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.

ABOUT THE ROLE

Position Purpose:

Business Projects (BP) is an internal management consulting team providing consulting and advisory services to all University Divisions. Consulting engagements are across various business functions of the University, encompassing: Strategy Development and Planning, Financial and Capital Planning, Operational Analytics and Planning. BP is an organisational unit within Project Services which is a portfolio of University Services.

The Business Analyst provides a suite of services with a strong focus on (but not exclusive to) investment, data and financial modelling, developing business cases and feasibility studies, and business review, both strategic and operational. The role may also be required lead some engagements, with support from senior team members. This requires the management of key stakeholder relationships, successful development and delivery of the agreed scope on schedule, and quality assurance of the agreed deliverable/s.

Reporting line: Senior Project Manager

No. of direct reports: 0

No. of indirect reports: 0

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Moderate

Judgement: Significant

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:

OPERATIONAL MANAGEMENT & SERVICE DELIVERY

- Support the planning, development, and delivery of specific engagements of varying complexity, size and impact as agreed with clients
- Undertake data modelling including, for example, plans and projections for workload allocations, student load profile, course costing
- Create financial models to support investment and operating scenario analysis and evaluation
- Provide high quality business documents, including but not limited to: feasibility assessments, business cases, business plans, revenue and expenditure analysis
- Investigate and research internal policy and industry trends to support client focused solutions
- Ensure engagement outputs are successfully delivered to schedule and specifications
- Contribute to the achievement of Project Services and University Services objectives, goals and priorities
- Ensure compliance with relevant internal and external guidelines including legislation, statutes, regulations and policies

STAKEHOLDER ENGAGEMENT

- Develop and maintain strong and collaborative relationships with key internal and external stakeholders

Selection Criteria:

Education/Qualifications

1. Tertiary qualification in business, finance, science or relevant discipline preferably at the postgraduate level or equivalent combination of experience and/or education and training; OR CPA or CA qualifications or equivalent with postgraduate qualifications in a relevant discipline and/or equivalent mix of education and extensive relevant experience

Knowledge and skills:

2. Extensive data and financial modelling skills, including the development of models, scenario forecasting, and evaluation of investments
3. Demonstrable research and analytical skills that extend to problem solving and solution development
4. Excellent written and verbal communication skills, especially to effectively communicate a range of concepts, analysis and recommendations to clients
5. Project management experience particularly the ability to clearly articulate a scope of work and deliver to agreed parameters such as due date and resources utilized
6. High level of interpersonal skills, with the capacity to build and maintain effective and productive relationships with a diverse range of key internal clients
7. Ability to work both individually and as part of a team depending on engagement requirements

Desirable:

8. Knowledge of higher education both in Australia and globally, particularly university- faculty relations
9. Some hands-on experience in delivering consulting services