



# Position Description

## Manager Budget and Planning

Business Services

Division of Finance

|                       |         |
|-----------------------|---------|
| <b>Classification</b> | Level 8 |
|-----------------------|---------|

|                        |                                                                       |
|------------------------|-----------------------------------------------------------------------|
| <b>Delegation band</b> | <a href="#">Delegations and Authorisations Policy (see Section 3)</a> |
|------------------------|-----------------------------------------------------------------------|

|                            |                                                               |
|----------------------------|---------------------------------------------------------------|
| <b>Workplace agreement</b> | <a href="#">Charles Sturt University Enterprise Agreement</a> |
|----------------------------|---------------------------------------------------------------|

|                           |           |
|---------------------------|-----------|
| <b>Date last reviewed</b> | June 2021 |
|---------------------------|-----------|



# About Charles Sturt University

## Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

## Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia's pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

## Goals

To deliver on our Purpose and Vision, the university has three key goals:

1. Maintain the university's position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university's operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

## Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

## Performance measures

In addition to the principal responsibilities senior leaders will be required to contribute to the success of the university strategy including meeting the eight key university key performance indicators:

|                                  |                                                                |
|----------------------------------|----------------------------------------------------------------|
| <b>Our Students</b>              | Commencing Progress Rate<br>Student Experience                 |
| <b>Our Research</b>              | Research Income<br>Research Quality and Impact                 |
| <b>Our People</b>                | All Injury Frequency Rate<br>Engagement                        |
| <b>Our Social Responsibility</b> | Underlying Operating Result<br>Community and Partner Sentiment |



## Division of Finance

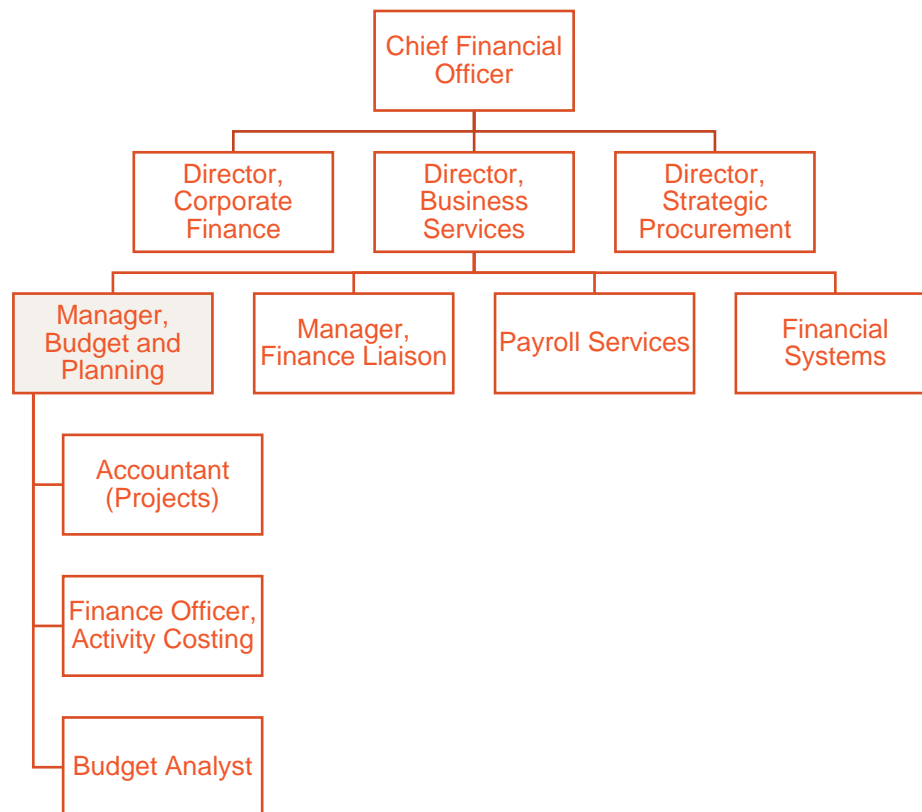
### Business Services

The Division of Finance provides a range of corporate services involving finance, accounting operations and systems, and the operation of commercial and campus based services.

The vision of the Division is to strive for excellence in strategic resource management, the provision of professional services and systems, and the conduct of business that supports the University to fulfil its strategic plan.



## Organisational chart



## Reporting relationship

**This position reports to:** Director, Business Services

**This position supervises:** Accountant (Projects)  
Finance Officer (Activity Costing)  
Budget Analyst

## Key working relationships

- Chief Financial Officer
- Director, Business Services
- Director, Corporate Finance
- Manager, Finance Liaison



## Position overview

This position is responsible for the development of the University's operating budget, including budget models for a range of scenarios, budget review and the reporting against budget, including the maintenance of key performance indicators.

The position also leads a customer focussed Budget and Planning team that is responsible for supporting business activities by providing expertise and advice to the University in the areas of budget, forecasting and costings.

## Principal responsibilities

- Co-ordinate the annual budget cycle, incorporating Faculty, Research and Divisional support areas as well as budgets pertaining to enterprises, capital development and strategic initiatives.
- Develop models for budget development and analysis, including the modelling of trends and alternative scenarios to inform the budget development process.
- Provide analysis of student load and related trends as it relates to the various funding streams as input to the budget process.
- Contribute to the development of policies relating to budget development and University resource planning that support the University strategy.
- Develop the annual operating budget and associated documentation and working papers for the University budget.
- Co-ordinate the budget review process and monitor performance against the budget and escalate variances as appropriate.
- Support the process of communicating and disseminating the budget to Budget Managers.
- Support the Business Services team on budget and fund management matters, attend to queries and provide advice on budget matters.
- Be responsible for developing and provision of regular and special reporting, analysis and modelling to the Executive, Finance Review Committee and Council as required.
- Management and development of your team as an effective group that provides high quality and client focused information and reports.
- Contribute to the overall good management of the Division of Finance, including contribution to Divisional operating plans, development activities, and attendance at committees and forums appropriate to the position.
- Act as a secretary to the Finance Review Committee and carry out actions and outcomes of the committee.
- Other duties appropriate to the classification as appropriate.



## Role-specific capabilities

|                                          |                                                                                                                     |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Live our values</b>                   | Uphold the Charles Sturt University values daily in our own behaviours and interactions with others.                |
| <b>Take action</b>                       | Weigh up risks and make prompt decisions, backing ourselves and each other (delivery of strategies, projects).      |
| <b>Lead and supervise</b>                | Set directions and standards, delegate, motivate, empower, develop others, recruit talent.                          |
| <b>Write and report</b>                  | Write clearly, succinctly and correctly, convince through writing, avoid jargon, structure information.             |
| <b>Analyse</b>                           | Analyse information, probe for clarity, produce solutions, make judgements, think systemically.                     |
| <b>Formulate strategies and concepts</b> | Work strategically, set strategies, have vision, think broadly about the organisation.                              |
| <b>Plan and organise</b>                 | Set objectives, plan, establish contingencies, manage time, resources and people, monitor progress.                 |
| <b>Cope with pressure and setbacks</b>   | Cope with pressure, keep emotions under control, balance work and personal life, stay optimistic, handle criticism. |

## Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.



## Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

### Essential

- A. A degree with substantial extension of the theories and principles, normally with at least 8 years' relevant graduate experience; or a range of management experience, or postgraduate qualifications with relevant experience, or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Proven capability to develop analytical models and data manipulation.
- C. The ability to translate strategic direction into operational plans and models.
- D. High level financial and operational analysis including the evaluation of issues, development of options and the presentation of high quality written and oral reports.
- E. Proven ability to meet deadlines and possess sound organisational skills.
- F. Advanced skills in the use of desktop computer applications, spreadsheets and contemporary methodologies in data analysis and presentation.
- G. Proven experience in budget development and management in large and complex organisations.
- H. Demonstrated high level competencies in the analysis of management reporting, reporting variances to budget and developing full year projections.
- I. Demonstrated success in the management and development of your team as an effective group that provides high quality and client focused information and reports.

### Desirable

- J. Experience in a University environment.



