



## POSITION DESCRIPTION

**Strategy Planning and Performance**  
Faculty of Fine Arts and Music

### Business Partner

<b>POSITION NO</b>	0043084
<b>CLASSIFICATION</b>	UOM 6
<b>SALARY</b>	\$87,007 - \$94,181
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>WORKING HOURS</b>	Full time (1 FTE)
<b>BASIS OF EMPLOYMENT</b>	1 year fixed term
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Andrew Hall Tel +61 3 8344 6238 Email <a href="mailto:ahal@unimelb.edu.au">ahal@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

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[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Business Partner is part of the Strategy, Planning and Performance team of the Faculty of Fine Arts and Music. The position is one of a number of Business Partner roles, designed to take a holistic and stakeholder-centric approach to delivering a set of agreed functions to a specified set of stakeholders.

The work of the Business Partner is distributed across the key functional areas of planning, business administration, business insights and projects. While the functional scope of the role is broad and generalist, the role is designed to retain the flexibility and capacity for specialism in areas that match the needs of the Faculty and the skill sets of the incumbent.

The role operates within a partnering framework that requires the Business Partner to develop significant knowledge of, and interaction with, specified academic and business units. They will be a highly connected and trusted partner, supporting all aspects of business operation. The role is also highly integrated with University shared-services functions.

The day-to-day functions of the Business Partner role are supported and broadly directed by the Senior Business Partner (Business Administration), under the general management of the Manager, Strategy, Planning and Performance.

## ***1. Key Responsibilities***

### **1.1 BUSINESS PARTNERING**

- ▶ Develop in-depth knowledge of the core activity of designated academic and business units. This may include (but not be limited to) knowledge of curriculum, course structures and learning outcomes; areas of research strength/priority; workforce profile, capacity and capability; key internal/external partnerships; external engagement profile, financial profile and relevant process, policy and culture.
- ▶ Support academic and business units to plan and align activities and objectives to University and Faculty Strategy and business plans.
- ▶ Support academic and business units to plan, align and optimise resource allocation to achieve operational and strategic objectives.
- ▶ Facilitate evidence-based decision making by supporting the development of data and reporting literacy and business acumen across the Faculty.
- ▶ Provide internal consultancy and project services to support academic and business improvement opportunities.
- ▶ Through provision of advice, connections and advocacy, facilitate engagement of designated business units with University Shared Services and across Faculty teams.

### **1.2 PLANNING**

- ▶ Support the development of designated academic and business units operational plans, ensuring strong alignment to strategy and resource allocation.
- ▶ Support a holistic and evidence-based planning approach, bringing relevant data and insight to the academic and business unit planning process.
- ▶ Contribute to the development of business cases, scenario modelling and strategic, operational and environmental analysis.
- ▶ Contribute to the development and delivery of the Faculty's operational plans.

### 1.3 OPERATIONAL SUPPORT

- ▶ Working in close collaboration with University Shared Services, provide insights and decision-making support related to operational expenditure, salary expenditure (particularly sessional workforce), post-award research expenditure and student load related income.
- ▶ Contribute to workforce planning processes (particularly sessional workforce planning).
- ▶ Provide advice on administrative policy and procedure, related to contracting, travel, credit cards and procurement.
- ▶ Support the development of self-serve knowledge and capability across the Faculty.
- ▶ Where necessary, provide liaison support between business units and University Shared Services.

### 1.4 BUSINESS ADMINISTRATION

- ▶ Respond to general administration enquiries, triaging to University Shared Services where appropriate.
- ▶ Contribute insight to financial reporting and commentary.
- ▶ Provide support for procurement processes.
- ▶ Deliver Faculty-based sessional contracting and Independent Contractor Agreement services, including processing of contracts and related purchase orders and invoices.
- ▶ Contribute to the on-boarding process for sessional staff.
- ▶ Deliver Faculty-based scholarship administration and services.
- ▶ Support the delivery of scenario and cost modelling services.
- ▶ Support the delivery of operational performance and service satisfaction reporting, analysis and insights.
- ▶ Monitor, maintain and contribute to relevant communication channels including intranet information, toolkits, FAQ's and Faculty News.
- ▶ Work collaboratively with University Shared Services and subject matter experts across the University to ensure the provision of high-quality support services to the Faculty.

### 1.5 PROJECTS

- ▶ Participate in allocated project activity, both within the Strategy, Planning and Performance team and across Faculty portfolios.
- ▶ Act as subject matter experts for projects led by other portfolios.

### 1.6 GENERAL RESPONSIBILITIES

- ▶ Represent and actively contribute to Faculty/University committees and working groups as appropriate.
- ▶ Other functions/services that may be negotiated in the service catalogue and service level agreement from time to time.

## **2. Selection Criteria**

### **2.1 ESSENTIAL**

- ▶ A tertiary degree with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training
- ▶ Demonstrated business partnering skills and commitment to high quality client service and continuous improvement.
- ▶ Ability to work independently under general direction and broad supervision, as well as ability to work well in a team to achieve results
- ▶ Excellent interpersonal and verbal communications skills with the ability to liaise and work effectively with a range of people across all levels of the organisation and with external stakeholders
- ▶ Highly developed analytical, conceptual and problem-solving skills with strong attention to detail and the ability to communicate a range of information clearly and effectively to people from diverse backgrounds
- ▶ Demonstrated ability to adapt to dynamic business requirements, quickly assimilate new concepts and information, and deliver positive, innovative solutions to complex operational issues
- ▶ High level organisational and time management skills, including the ability to prioritise workloads, work well under pressure and coordinate own work with that of others to meet deadlines
- ▶ Proficient in using a range of technology tools, with advanced skills in standard Microsoft Office applications and the demonstrated ability to learn new business systems quickly

### **2.2 DESIRABLE**

- ▶ Knowledge of core Faculty business and strategy, University strategy and the tertiary and arts sectors.
- ▶ Experience/capability to interact, understand and manage in a creative arts context
- ▶ Knowledge/experience of Agile project management methodology and LEAN business methodology.
- ▶ Experience in monitoring and analysis of approved expenditure plans and advising or implementing corrective action where necessary

### **2.3 OTHER JOB RELATED INFORMATION**

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ While the primary location for this position is at the Faculty's Southbank Campus, it provides services to the whole faculty which operates across both the Southbank and Parkville campuses, with some mobility between the campuses required.

### **3. Job Complexity, Skills, Knowledge**

#### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The Business Partner is expected to operate with a high level of autonomy and initiative, working under the broad direction of the Senior Business Partner (Business Administration). The position operates under the line management and general direction of the Manager, Strategy, Planning and Performance.

The Business Partner is expected to be a self-starter and have the drive and confidence to set and manage work priorities, within a 90-day planning framework.

Regular and effective communication with relevant University Shared Services partners is an essential part of the role.

#### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The Business Partner is expected to exercise a high level of judgement in carrying out the general responsibilities of the position and apply a high level of judgement (and professional and organisational knowledge) in the outputs of the role.

The incumbent will require highly developed problem-solving skills to support academic and business unit partners in solving problems relevant to their area. The role will also contribute to projects which will require the application of informed judgement, initiative and problem solving.

#### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The Business Partner will require a detailed knowledge of designated business areas, including Faculty strategy, operations, academic programs, research, engagement and commercial activity, staffing profile, structures and functions and resourcing. In the wider University context, the position requires a knowledge of service functions and roles within Chancellery and University Shared Services.

#### **3.4 RESOURCE MANAGEMENT**

While the position does not have direct budget or workforce management accountability, the scope of work the Business Partner will be involved in and the advice the role will provide, will influence how the Faculty's resources are planned and expended.

The position holds a financial delegation of \$5,000 and may supervise casual and intern staff from time to time.

#### **3.5 BREADTH OF THE POSITION**

The breadth of the position is significant, with the Business Partner expected to have a holistic view and understanding of designated academic and business areas, which will cross multiple domains, functions and portfolios.

## ***4. 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.

## ***5. Occupational Health and Safety (OHS)***

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.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## ***6. Other Information***

### **6.1 STRATEGY, PLANNING AND PERFORMANCE**

The Strategy, Planning and Performance unit provides a wide range of services to the Faculty, through a business partnering model.

Strategy and Planning services include development, coordination and operationalising of Faculty strategic plans, support for cross-functional planning, projects and operations, and risk management. Planning activity is closely integrated with services provided by the CFO Group, including budgeting, financial management and reporting, forecasting and financial planning.

Business management and administration services include sessional workforce planning and contract administration, support and advice for business transactions and business process improvement.

Trusts and scholarships administration services include application management and award of scholarships, prizes, competitions and awards, and the planning compliance and reporting of related trust expenditure.

Business insights services include holistic analysis and reporting to inform Faculty decision making, consultancy and business improvement project support.

Performance management services include the development and monitoring of relevant performance frameworks, metrics and KPI's, performance reporting and performance analytics and insights.

Project services include high-level project management support for Executive-sponsored Faculty projects, data and analytics support and subject matter expertise.

Executive support services include direct executive assistance to Directors of VCA and MCM, executive reporting, project support and consultancy.

## 6.2 FACULTY OF FINE ARTS AND MUSIC

Further information on the Faculty of Fine Arts and Music can be found at <http://finearts-music.unimelb.edu.au/>

## 6.3 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 employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

## 6.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

## 6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>