



**Australian
National
University**

Position Description

College/Division:	Planning and Service Performance Division
Faculty/School/Centre:	
Department/Unit:	Planning and Reviews
Position Title:	Senior Planning Analyst
Classification:	ANU08
Position No:	
Responsible to:	Associate Director, Planning & Reviews
Number of positions that report to this role:	0
Delegation(s) Assigned:	

PURPOSE STATEMENT:

The Planning and Service Performance Division integrates five key streams of interrelated work: Service Solutions; Business Intelligence and Analytics; Planning and Reviews; Performance and Institutional Research; and, Digital Solutions. The Division takes a leading role in providing data for evidence-based decision making throughout the University and delivering client-focussed services in a culture of continuous improvement in keeping with the Service Performance Framework.

The Planning and Reviews team are higher education planning and policy experts with skills in higher education strategy, planning, governance, quality assurance and advanced analytical modelling. The team manages University strategy and planning; student and revenue planning; school reviews; and higher education policy, compliance and governance. The Senior Planning Analyst will undertake complex analysis, interpretation and provision of advice associated with performance of the ANU.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Senior Planning Analyst will deliver high level data analysis, complex modelling and visual and written reports that are accurate and timely. Working with the PSP Business Intelligence and Analytics and other business stakeholders to define and deliver new performance reporting and deliver value on existing information assets to the University.

The Senior Planning Analyst will work will undertake the generation and rigorous analysis of qualitative and quantitative data and the timely production of reports. The position will work closely with other staff within PSP, members of the senior executive, Colleges and other Portfolios, Divisions and stakeholders.

Role Statement:

- Responsible for the development, monitoring and maintenance of planning and performance reporting activities and tools.
- Develop and maintain standards, processes, and documentation for relevant areas of responsibility.
- Provide mentoring and guidance to team members on analysis and reporting.
- Undertake high level modelling, statistical analyses and institutional research to inform University planning.
- Contribute metrics and advice to support the University's performance measurement framework.
- Provide strategic support to key University decision-makers by responding to more complex requests for management information, primarily relating to student, staff and research statistics and changes in sector and government policy or the operating environment.
- Prepare high quality written reports for executive and board audiences, co-ordinate the collection and peer review of data and inputs into such reports
- Undertake tasks to support the University's compliance with the Public Governance and Public Accountability ACT as it pertains to Performance and Planning

- Provide high level policy recommendations with respect to major changes that fall within the responsibilities of this position both to an internal and external audience.
- Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

SELECTION CRITERIA:

1. Postgraduate qualifications or extensive relevant experience or an equivalent combination of relevant experience and/or education/training. Qualifications in Economics, Financial Management, Social Research or Statistics or a similar field are desirable
2. Demonstrated conceptual, analytical and numerical skills of a high order, including the capacity to distil complex material.
3. Proven understanding of the key issues and environment of higher education especially as they relate to planning, quality assurances and performance measurement.
4. Demonstrated ability to and experience in providing high-level analytical advice and support to executive and senior management on strategic and operational matters.
5. High level experience in, or understanding of, modelling, statistical analysis, and performance analysis
6. Proven ability to engage, influence and provide advice to stakeholders, using effective interpersonal, consultation, negotiation and communication skills, including the ability to build and maintain effective relationships across all levels of the University, and to communicate complex concepts clearly and concisely.
7. Ability to assess priorities and manage competing deadlines both independently and as a member of a team and the capacity to contribute to building a skilled team focused on high quality customer service
8. Demonstrated capacity for innovation, flexibility, creative problem solving and agility contributing to innovation and process improvement within the organisation.
9. Highly advanced excel skills and proven experience working with modelling and statistical tools. Experience with TM1, SPSS and Cognos Business Intelligence a desirable advantage
10. A demonstrated high level understanding of equal opportunity principles and a commitment to the application of EO policies in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Name:**Date:****References:**

[Professional Staff Classification Descriptors](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Planning and Service Performance	Dept/School/Section	Planning & Reviews
Position Title	Senior Planning Analyst	Classification	ANUO8(Admin)
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 			
TASK	regular	occasional	
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
NON-IONIZING RADIATION			
solar	<input type="checkbox"/>	<input type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	
infra red	<input type="checkbox"/>	<input type="checkbox"/>	
laser	<input type="checkbox"/>	<input type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
CHEMICALS			
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	
allergens	<input type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
TASK	regular	occasional	
laboratory work	<input type="checkbox"/>	<input type="checkbox"/>	
work at heights	<input type="checkbox"/>	<input type="checkbox"/>	
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	
noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>	
electricity	<input type="checkbox"/>	<input type="checkbox"/>	
IONIZING RADIATION			
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>	
beta particles	<input type="checkbox"/>	<input type="checkbox"/>	
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>	
BIOLOGICAL MATERIALS			
microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>	
potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>	
laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>	
clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>	
genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>	
immunisations	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER POTENTIAL HAZARDS (please specify):			

Supervisor's Signature:		Print Name:		Date:	
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