

POSITION DESCRIPTION

Finance and Planning, Science Secretariat

Faculty of Science

ABORIGINAL & TORRES STRAIT ISLANDER APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY

Finance & Planning Analyst

POSITION NO	0050636	
CLASSIFICATION	UOM 9	
SALARY	\$123,292 - \$128,275 p.a.	
SUPERANNUATION	Employer contribution of 17%	
WORKING HOURS	Full-time	
BASIS OF EMPLOYMENT	Continuing	
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits	
HOW TO APPLY	<p>Please send your application to Pipeline Talent jobs@pipelinetalent.com.au quoting 0050636 - Finance & Planning Analyst</p> <p>Your application should include:</p> <ul style="list-style-type: none">- A cover letter- A copy of your CV <p>The published key selection criteria will form the basis for assessing applications however you are not required to respond directly to them.</p>	
CONTACT FOR ENQUIRIES ONLY	<p>Position enquiries:</p> <p>Terry Crook (Manager, Finance, Planning & Strategy) Tel. +61 0466 478523 Email Terry.Crook@unimelb.edu.au</p> <p><i>Please do not send your application to these contacts</i></p>	<p>Indigenous Applicant Support:</p> <p>Siobhan Vivian (Faculty Indigenous Career Development Partner) Email s.vivian@unimelb.edu.au</p>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The University of Melbourne acknowledges the Traditional Owners of country throughout Australia. The University recognises the unique place held by Aboriginal and Torres Strait Islander peoples as the original custodians and their continued connection to land, waters and culture. The University respects all First Nations People and warmly embrace our students, staff, Elders and collaborators as they do us whether it be locally, nationally or internationally.

The Finance & Planning Analyst is a key member of the Faculty of Science Secretariat. The role contributes proactively to the Faculty Finance & Planning processes and has responsibility for providing advisory services to Faculty stakeholders in areas of strategic and operational importance.

The Finance & Planning Analyst will act as the 2IC to the Manager, Finance, Planning & Strategy. The role has responsibility for implementing finance improvement initiatives, manage the Faculty Finance compliance framework, Faculty Student Scenario Modelling and providing insightful Student Load Analytics. These functions are critical to Faculty strategic and operational planning and will require the Finance & Planning Analyst to work closely with a range of stakeholders both internal and external to the Faculty of Science.

The Finance & Planning Analyst reports to the Manager, Finance, Planning & Strategy and works collaboratively with colleagues across the Faculty Finance, Science Secretariat, Schools, Chancellery, University Services and other Academic Divisions.

1. Key Responsibilities

1.1 FINANCE IMPROVEMENT INITIATIVES

- ▶ Identify and implement Process Improvement Opportunities, including redesigning existing processes. The ability to identify opportunities, scope the project and develop project plans will be key to success in this area
- ▶ Support other Finance Team Member Process Improvement Initiatives. This will require the ability to coach the Finance team to identify and document process improvement ideas
- ▶ Lead and contribute to the UoM Research Income Modelling rollout on behalf of Science Faculty. This will include ownership of the analysis, budgeting and forecasting for the Faculty research P&L

1.2 MANAGE FACULTY FINANCE COMPLIANCE FRAMEWORK

- ▶ Review all Faculty Compliance submissions including HERDC, Trust, Year End
- ▶ Communicating compliance accountabilities and responsibilities across the Faculty
- ▶ Develop and provide necessary training documentation to support compliance collections, review and submissions
- ▶ Ensure that all deadlines are adhered to with built in contingency and enough time for senior management review

1.3 FACULTY STUDENT SCENARIO MODELLING

- ▶ Utilise feedback from Faculty Senior Management to deliver SSM budgets
- ▶ Ensure that SSM forecasts are updated efficiently

- ▶ Ensure SSM forecasts capture significant trends that impact on all Faculties across the University

1.4 INSIGHTFUL STUDENT LOAD ANALYTICS

- ▶ Create an inventory of Student Load reporting needs across the Faculty that will need to be revaluated both annually and on an as needs basis
- ▶ Create a reporting plan that leverages best practice available from Chancellery and utilises reporting automation opportunities available through the Faculty Dashboard
- ▶ Deliver training and communication sessions to Faculty stakeholders ongoing
- ▶ Provide Student Load Analysis sessions to Faculty Finance Team allowing them to provide comprehensive support to their HoS and MSO's
- ▶ Provide Faculty Senior Management with early Full Year assessment vs target by mid-March each year, or earlier as requested

2. Selection Criteria

2.1 ESSENTIAL

- ▶ An appropriate level of education and work experience including a CPA or CA qualification
- ▶ Accounting and analytics experience in a large and complex organisation
- ▶ Ability to conceptualise and develop policies, plans and solutions to support the strategic direction
- ▶ Competency to deliver high quality outcomes with a strong client focus in a complex and changing environment including demonstrated experience in building effective business partnerships with stakeholders
- ▶ Demonstrated experience in successfully improving the efficiency and effectiveness of business practice through a continuous review of business needs, processes and organisational structures
- ▶ Excellent interpersonal and communication skills with the proven ability to represent the Faculty at University meetings, and effectively communicate analysis and advice to senior management
- ▶ Demonstrated ability to provide informed recommendations and advice supported by relevant data

2.2 DESIRABLE

A level of understanding of the tertiary sector and current issues and policy governing this environment

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The role reports to the Manager, Finance, Planning & Strategy and works closely with the Faculty Managers in of Strategy, Advancement & Engagement. The incumbent is required to work with the Finance Team, Managers, Strategy & Operations, School Heads and members of the Faculty Executive.

The role has no direct reports. However, it is expected that the role will be 2IC to the Manager, Finance, Planning & Strategy. As such the incumbent would need to supervise the team in the absence of the Manager, Finance, Planning & Strategy.

The incumbent will also represent the Faculty in University wide projects. These activities require a marked degree of initiative and independence, as well as high level responsiveness to requests for data and other information.

3.2 PROBLEM SOLVING AND JUDGEMENT

The position requires a capacity to implement the best solution in a complex and rapidly changing environment. The ability to develop policies, modify existing systems and processes and introduce innovative practices is a requirement of the role.

Very high standards of professional behaviour are expected including such qualities as adaptability, resilience and tenacity. The ability to gain respect and confidence from a wide range of staff, mature judgement, diplomacy and advocacy skills are essential.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

An advanced knowledge of financial principles and practice is required as is in depth experience of working in large organisations.

Substantial knowledge and experience in the development, implementation and continuous improvement of financial and administrative systems is required.

3.4 RESOURCE MANAGEMENT

The position is responsible for active input into Faculty-wide resources management and plays a critical role in the planning and management of Faculty budget currently in excess of \$320m per annum.

The position has signatory authority up to \$10,000 for general purchasing activities in accordance with provisions of The University of Melbourne Finance Policy and Procedures.

3.5 BREADTH OF THE POSITION

The incumbent is required to understand the full range of University activities of teaching and learning, research, engagement and administrative support services.

The position interacts with a broad range of University, Faculty and School staff, including members of the Faculty executive, managers and senior academics.

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 and reach the targets of Growing Esteem.

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:

<http://safety.unimelb.edu.au/topics/responsibilities/>

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

6. Other Information

6.1 FACULTY OF SCIENCE

<https://science.unimelb.edu.au>

Science at the University of Melbourne is among the most highly ranked Faculties of Science in Australia*. Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 53,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and home to numerous Centres.

Science manages more than \$315 million of income per annum, with a staff base in the order of 290 professional staff, and more than 630 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 9,700 undergraduate and 2,400 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately \$80 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

**Based on 2018-19 subject rankings by QS and Time Higher Education*

6.2 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>.

6.3 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.

6.4 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 <http://www.unimelb.edu.au/governance>