

# Position Description

## Planning Analyst



<b>Faculty</b>	Faculty of Business and Law
<b>Team   Portfolio</b>	Information and Integrated Analytics, Corporate Services Portfolio
<b>Basis of Employment</b>	Full-time (36.75 hours per week) and continuing
<b>Primary Location of Work</b>	Geelong Waterfront Campus or Melbourne Burwood Campus
<b>Classification</b>	HEW 8
<b>Reporting Line</b>	Information and Integrated Analytics Manager

### ABOUT DEAKIN

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people's lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia's sixth largest university and number one in Victoria for student satisfaction – a ranking of which we are very proud. Deakin University operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Waurn Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have four corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Waurn Ponds campuses, as well as offices in India, China and Indonesia.

### WHY WORK FOR OUR UNIVERSITY?

[Faculty of Business  
and Law](#)

[Benefits of working  
at Deakin](#)

[Deakin's Strategic  
Plan – LIVE Agenda](#)

### DEAKIN'S PROMISE TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEMM, and a bronze award holder in the Australian Workplace Equality Index for LGBTI inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

[deakin.edu.au/about-deakin/careers-at-deakin](https://deakin.edu.au/about-deakin/careers-at-deakin)



## POSITION OVERVIEW

The Faculty of Business and Law prepares graduates for careers of the future. We harness emerging technologies to facilitate innovative, borderless, socially responsible and personalised education. Our research informs our practice and impacts the communities with whom we engage.

This position ensures that the Faculty has a comprehensive understanding of its key activities and the returns achieved from its resource investments. The position provides key information to the Faculty management team to support effective and efficient long term planning and investment. The position has responsibility for the provision of advice, analysis, interpretation, management and reporting of Faculty data for strategic and operational planning and reporting purposes.

### Key Relationships:

<b>Internal</b>	The position reports to the Information and Integrated Analytics Manager. The position works closely with senior leadership including the Faculty General Manager, Associate Deans, Heads of Department, Schools and Professional Managers. The position will work in close collaboration with the Strategic Planning and Intelligence Unit and the Central Finance team. There will be regular contact with the University community, including other Divisions and Faculties.
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## PRIMARY RESPONSIBILITIES

- Provide high level coordination of data related to a variety of elements including high level analysis of course and unit performance and support for accreditation-related monitoring and reporting.
- Identification and development of dashboards that provide key metrics to identified stakeholder groups.
- Support the ongoing ROI analysis of Faculty activities through the provision of business insights related to the Faculty, School, Discipline and Course performance.
- Provide support to the Faculty General Manager, Executive Dean and Deans in the development of student load plans and regular review of student load forecasts to monitor achievement of targets.
- Undertake relevant and detailed market research, benchmarking and analysis to identify market trends and opportunities and provide continuous evaluation of international and domestic markets.
- Provide high-level strategic analysis and advice with regard to academic workforce planning and allocation, and liaise with the HR team to monitor and analyse the staffing profile of the Faculty and Schools and provide advice regarding the impact of changes in staffing profiles.
- Actively contribute to a culture of continuous improvement within the team through the sharing of professional skills and proactively seeking ways to improve existing processes.

## ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University's values.

You will be a person who is ambitious for Deakin University's success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

## SELECTION CONSIDERATIONS

### Qualifications and Experience:

- Completion of a degree in a relevant discipline, such as Business or Commerce, providing for strong data analytics skills and significant subsequent relevant experience or an equivalent combination of relevant experience, training and education
- Strong analytical skills including the ability to prepare complex financial models, analyse large amounts of data and prepare reports in a timely manner.
- Demonstrated experience in developing and implementing improvement projects and initiatives.
- Knowledge of University student load and load planning.
- Demonstrated ability and experience working with data analytical tools such as TM1, Power BI and /or Tableau.

### Capabilities and Personal Attributes:

- **Service Culture:** Considers others perspectives in making decisions and providing advice; strives to exceed expectations.
- **Emotional Intelligence:** Recognises emotions in self and others; uses emotional cues to guide thinking and behaviour.
- **Continuous Improvement:** Proactively improves the efficiency and quality of existing materials, processes and systems.
- **Learning Agility:** Learns from experiences; applies learnings to perform successfully in new situations.
- **Collaboration:** Proactively supports working together, shares ideas and provides constructive feedback; respects and values others.

In addition, the following role-based capabilities apply:

- **Planning and Organising:** Plans, analyses and co-ordinates the delivery of projects while balancing priorities and resources.
- **Analysis and Problem Solving:** Sources relevant information; identifies problems and offers sustainable practical solutions.
- **Communicating with Influence:** Engages and energises others through clear and persuasive communication.

## SPECIAL REQUIREMENTS

- Working With Children Check.
- Travel to other campuses of the University will be required on a regular basis.
- A commitment to understanding the need for, and ensuring the confidentiality of the sensitive nature of information to which the position may have access.

## DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.