

POSITION DESCRIPTION

Finance

Chief Operating Officer Portfolio

Senior Advisor Performance & Insights

POSITION NUMBER	0062259
PROFESSIONAL CLASSIFICATION STANDARD	UOM 9 - \$123,292 - \$128,275 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed term for 12 months
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Minay Lodhiya Director Strategic Financial Initiatives mlodhiya@unimelb.edu.au

Please do not send your application to the above contacts

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

ACKNOWLEDGEMENT OF COUNTRY

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

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

Find out more about the University's strategy, 'Advancing Melbourne', at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University's finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.

The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

CHIEF FINANCIAL OFFICER GROUP

The Chief Financial Officer (CFO) Group provides financial expertise and leadership to ensure the University remains financially sustainable in the short and long term. It does this by:

- Developing and implementing financial strategy;
- Allocating financial resources efficiently and effectively to strategic and operational goals;
- Monitoring, analysing and assessing financial and business performance and position;
- Highlighting risks and opportunities and recommending or implementing actions;
- Ensuring value for money in commercial dealings; and
- Ensuring compliance with relevant financial legislation and obligations

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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

ABOUT THE ROLE

Position Purpose:

The role of the Senior Advisor Performance & Insights looks to drive solutions to support academic stakeholders in alignment with the Universities' vision and objectives.

This role is responsible for generating strategic insights and performance advisory, with a strong focus on providing evidence-based advice through developing projections, scenario modelling and business case input leading to improved decision-making outcomes. In doing so it works closely with other business analysts, and works cross-functionally within CFO and across the COO and faculties in supporting a consistent approach through improving systems, processes and methodology across the University. This position supports the strategic and financial objectives of the university and provides advisory and best practice methods to underpin financial, workforce, student load planning and forecasting and business model domains.

The position works closely with the CFO team, SPP, UDS, UC&M, SASS and faculties to manage performance analysis, projections and reports to aid strategic planning and business performance. This position is responsible for the developing and maintaining effective working relationships with academic and chancellery stakeholders to ensure high quality and timely delivery of services. The role works closely with key stakeholders in developing these insights. The role is also responsible for developing and managing projects / initiatives to support key university and business unit objectives.

Reporting line: Financial initiatives

No. of direct reports: 0-4

Direct budget accountability: N/A

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Operational context: Broad

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Manage and provide analysis and advise support to CFO group's strategy and performance objectives through the delivery of critical analyses, insights and projections across the relevant domain, input into business cases, scenario modelling and projections.
- Managing and undertaking continuous improvement project work including the identification of opportunities performance and growth.
- Working cross-functionally, identify data requirements and develop modelling solutions to inform strategic, operational and domain specific decision making at the University.
- Work with the relevant stakeholders and peers to support benchmarking analysis and preparing performance reports and provide insights and analysis into financial sustainability.
- Co-ordination and analysis across the university regarding revenue analysis using revenue projections and other tools and models.
- Supporting other analysis regarding financial sustainability, costs and revenue as required
- Point of contact for in-depth student revenue analysis and insights and associated business drivers
- Point of contact for fee management and distribution as part of the CFOG BPO of Fees.
- Manage projects regarding financial / business initiatives as required.
- Performance analysis to inform planning, budgeting and forecasting processes.
- Develop scenario analysis and predictive modelling to aid decision making around key business drivers and revenue
- Working in consultative and collaborative manner to ensure the delivery of high-quality output of insights especially but not limited student revenue and load and associated funding.
- Development and maintenance of high-level knowledge on the faculty and university revenue, student profile and sector funding.
- Advise and analysis into university commonwealth funding environment, changes including funding agreements and estimates.
- Perform other duties, analysis as required by finance leadership.

Selection Criteria:

Education/Qualifications

1. A higher education qualification in a relevant discipline and/or membership of a professional accounting body (ACCA, CA ANZ, CPA or equivalent) with proven and relevant experience in a similar role within a large and complex organisation; or an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills:

2. Ability to build and establish strong relationships and work collaboratively with individuals cross-functionally and external to the University across all levels;
3. Ability to perform multiple activities relating to financial sustainability and objectives;
4. Some early team supervisor or management experience and expertise with the ability to manage team priorities in an positive environment
5. Demonstrated track record of success in developing, implementing and monitoring organisational performance;
6. Demonstrated capacity to think and plan strategically and to provide business planning, analytics, reporting and advice in a large complex organisation;
7. Developed skills in analytical research, problem solving and conceptual skills including modelling, scenario and sensitivity analysis, and data acquisition and manipulation;
8. Excellent communication and interpersonal skills with the ability to liaise and influence a range of stakeholders across all levels and develop strong working relationships;
9. Demonstrated capacity for flexibility, agility and innovation, while maintaining commitment to achieving outcomes;
10. Advanced Microsoft Office skills with a high-level of expertise in Excel, including proficiency in financial modelling as well as creation and manipulation of pivot tables. Strong experience with PowerPoint;
11. Experience in large finance ERPs, ideally Workday

Desirable:

12. Demonstrated Organisational, administrative and project management skills with the ability to plan, co-ordinate and carry out tasks and projects through to completion to meet deadlines;
13. Knowledge of the higher education sector, University policies and relevant statutory regulations;
14. Knowledge and experience in business intelligence tools like, MicroStrategy, Power BI, Tableau.

Other job related information:

- The role may require occasional work outside of normal business hours.
- The function may require the opportunity to assist other areas of finance to support special circumstances.