



POSITION DESCRIPTION

Strategy Planning and Finance
Faculty of Fine Arts and Music

Senior Business Partner (Business Insight)

POSITION NO	0046074
CLASSIFICATION	PSC 8
SALARY	\$99,199 - \$107,370 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Andrew Hall Tel +61 3 8344 6238 Email ahal@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:

about.unimelb.edu.au/careers

Position Summary

The Senior Business Partner (Business Insight) is part of the Strategy, Planning and Finance team of the Faculty of Fine Arts and Music.

The position works in close connectivity with designated Faculty academic and business units to:

- Provide business analytics and insight that informs evidence based planning and decision making.
- Provide business performance analytics and monitor and measure holistic performance against targets.
- Support Faculty managers and leaders in aligning opportunities and operational activities to strategic objectives and resources.
- Provide internal consultancy, planning and project services to the Faculty's managers and leaders.

The position reports to the Manager, Strategy, Planning and Finance and operates in close collaboration with the Manager, Finance.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ A tertiary qualification in a relevant field of study and extensive relevant experience or an equivalent combination of relevant experience and education / training
- ▶ Demonstrated business partnering skills and commitment to high quality client service and continuous improvement.
- ▶ Highly developed leadership, communication and interpersonal skills, including skills in team and internal relationship building, negotiation, influencing and motivation.
- ▶ Demonstrated experience in gathering, managing, manipulating and visualising data using tools including Excel, Microsoft BI and database software, and experience in data extraction from enterprise data sources.
- ▶ Well-developed investigative and analytical skills and demonstrated experience in communicating data and findings (oral and written) to a diverse range of stakeholders
- ▶ Demonstrated skills in problem solving and a capacity for flexibility, agility and innovation.
- ▶ Demonstrated experience and ability in the development and implementation of strategic and operational business plans.
- ▶ Demonstrated experience in managing projects.

1.2 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.

2. Special Requirements

- ▶ 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. Key Responsibilities

3.1 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.
- ▶ Support academic and business units to align activities and objectives to Growing Esteem and Faculty Strategy.
- ▶ Support academic and business units to 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.
- ▶ Provide internal consultancy and project services to support academic and business improvement opportunities.

3.2 PLANNING

- ▶ Support the development of designated academic and business units Action 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 of the Faculty's strategic, business and financial plans.

3.3 BUSINESS INSIGHTS, ANALYTICS AND REPORTING

- ▶ Contribute to the development and provision of holistic analysis, reporting and advice provided by the Strategy, Planning and Finance team
- ▶ Undertake analysis of datasets and connect insights, conclusions and recommendations with relevant stakeholders.
- ▶ Support the identification and development of relevant performance measures, both at an operational and strategic level, and undertake measurement, assessment and reporting of progress against action plans, strategic targets, defined KPIs, and other relevant performance measures.
- ▶ Manage and develop (as required) the data sets required to support business planning, analytics and evidence-based decision-making.
- ▶ Work collaboratively with University Services and subject matter experts across the University to ensure the provision of high quality data, reporting and project services to the Faculty.

3.4 PROJECTS

- ▶ Contribute to the planning, implementation and assessment of Faculty initiatives and continuous improvement projects through partnering with academic and business units to scope projects, participating in multi-disciplinary teams and undertaking ad hoc data extraction and analysis to support decision making.

3.5 GENERAL RESPONSIBILITIES

- ▶ Effectively motivate, coach and empower staff – both direct and indirect reports - to achieve outcomes, providing clear objectives, performance expectations and regular feedback.
- ▶ Represent and actively contribute to Faculty/University committees and working groups as appropriate.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Senior Business Partner (Business Insight) is expected to operate with a high level of autonomy and initiative and is empowered with a high level of decision making independence in the delivery of key responsibilities. The position operates under the line management and broad direction of the Manager, Strategy, Planning and Finance, with general direction also provided by the Manager, Finance.

4.2 PROBLEM SOLVING AND JUDGEMENT

The Senior Business Partner (Business Insight) is expected to exercise a high level of judgement in carrying out the general responsibilities of the position and apply a significant level of judgement (and professional and organisational knowledge) in the analytical work and 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 strategic and continuous improvement projects which will require the application of considerable judgement, initiative and problem solving.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Senior Business Partner (Business Insight) will require a detailed knowledge of designated business partners and the broader Faculty, 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 Services.

The incumbent will be expected to develop and maintain knowledge of relevant educational and arts sectors, both nationally and internationally.

4.4 RESOURCE MANAGEMENT

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

The position holds a financial delegation of \$50,000, supervises one direct report and may also supervise casual and intern staff from time to time.

4.5 BREADTH OF THE POSITION

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

5. *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.

6. *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/people/community/responsibilities-of-personnel>

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

7. Other Information

7.1 STRATEGY, PLANNING AND FINANCE

The Strategy, Planning and Finance unit provides strategy and planning, financial, business management and administration, trusts and scholarships administration, business intelligence and reporting, and executive support services to the Faculty, through a business partnering model.

Strategy and Planning services include development, coordination and operationalising of Faculty strategic plans as well as support for cross-functional planning, projects and operations.

Financial services include budgeting, financial management and reporting, forecasting, financial planning and risk management.

Business management and administration services include casual workforce planning and contract administration, support and advice for business transactions and business project management.

Trusts and scholarships administration services include management of application and award of scholarships and awards, planning and budgeting of trust expenditure and compliance audit and reporting.

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

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

7.2 FACULTY OF FINE ARTS AND MUSIC

Further information on the Faculty of Fine Arts and Music can be found at

<https://finearts-music.unimelb.edu.au>

7.3 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>

7.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties

form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

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