

MANAGER STRATEGY AND PLANNING
POSITION DESCRIPTION

Position Title:	Manager Strategy & Planning	Position Number: 18547	Faculty/Division: Division of the Vice-Chancellor and President
Classification:	HE07	No. Direct Reports: Nil & Highest Classified Position:	School/Branch: External Relations Portfolio
FTE: 1.0	Reports to: Director Partnerships and Corporate Relations	Fixed <input checked="" type="checkbox"/> Continuing <input type="checkbox"/>	Discipline/Unit: Partnerships & Corporate Relations Office
Position Summary:	<p>The External Relations Portfolio comprises of two units i.e. Advancement Office and Partnership and Corporate Relations. The Branch has been created to develop and foster partnerships and links with business, government, alumni and the community and to optimise the effectiveness and efficiency of engagement activities, including communications, within one portfolio.</p> <p>The Manager Strategy and Planning works closely with the Portfolio Management Team to develop a culture of strategic and operational planning, monitoring and reporting. Responsibilities include implementation of a robust Portfolio strategy and planning process, including the preparation and monitoring of plans, performance reporting, and the introduction of project and procedural initiatives. The Manager will also be responsible for the project management for the University's major fundraising campaign, including regular analysis of the campaign's progress and recommendations to the Portfolio Management Team on risks or non-adherence to targets. In addition, they have oversight of the Branch's policies and procedures process.</p>		
Position Characteristics:	Scope	Working under limited direction and operating with a degree of autonomy the Manager Strategy and Planning is a pivotal position within the Unit responsible for developing and monitoring the Strategic and Operational Plans for the Branch and project managing the delivery of the University's major fundraising campaign ensuring that all milestones are planned, measured and include appropriate KPIs	
	Significant internal/external relationships	Director Advancement External Relations Portfolio Directors and Staff Marketing and Communications Branch Legal and Risk Branch Council Secretariat Faculty Business Managers Australian Universities (and in particular the Group of Eight)	
	Special conditions	Reasonable workplace adjustments will be made for people with a disability. Work out of standard hours may be required.	
	Delegations	Nil	

MANAGER STRATEGY AND PLANNING POSITION DESCRIPTION

Key Responsibilities and Outcomes	1	Portfolio Strategic and Operational Planning	<p>Working closely with the Portfolio Management Team:</p> <ul style="list-style-type: none"> ▪ Drive the Portfolio strategic planning process including facilitating planning days, scoping and preparation of strategy documents and operational plans that align with the University's Strategic Plan and fundraising priorities. ▪ Work with the Directors to establish appropriate milestones and KPIs for Portfolio plans. ▪ Monitor and report on Portfolio performance internally and externally including to the Portfolio Management Team, Council, Group of 8 and the Australian Charities and Not-for-Profits Commission (ACNC). ▪ Manage the Portfolio's 'New Initiatives Committee'. Review all new initiative requests prior to committee meetings to ensure completeness and make certain all approved initiatives are incorporated in to Portfolio planning documents. ▪ Ensure all line managers understand the importance of their staff PDR's demonstrating a clear alignment to University and Portfolio objectives
	2	Campaign Project Management and Reporting	<p>Working closely with the Director Advancement:</p> <ul style="list-style-type: none"> ▪ Create a project plan for the successful delivery of the University's fundraising campaign that clearly aligns with Campaign Strategy documents and encourages the use of appropriate project management methodologies and tools to measure progress against milestones and KPIs. ▪ Establish appropriate milestones and KPIs for the Campaign that include financial monitoring, prospect progress, effectiveness of communications, success factors and any other measureable deliverables of value. Ensure that any deviations from the plan are highlighted and addressed ▪ Compile regular information, statistics, reports and presentations on the Campaign for the Campaign Board, Portfolio Management Team, University Council and external volunteer boards.
	3	Policy and Procedure Management	<p>Working closely with the Director Partnerships and Corporate Relations:</p> <ul style="list-style-type: none"> ▪ Provide executive and policy writing support to Policy Committees as they relate to the External Relations Portfolio , including the preparation of all meeting documents. ▪ Liaise with the University's Council Secretariat to ensure all new and existing University policy documents for which the Portfolio is responsible, are managed in line with the University's Policy Framework. ▪ Formulate, communicate and monitor specific Portfolio policies and procedures as

MANAGER STRATEGY AND PLANNING POSITION DESCRIPTION

			<p>required. Produce a Portfolio level 'policies and procedure' document that develops benchmarks for their effective application, usage and review by business owners.</p> <ul style="list-style-type: none"> ▪ Look for opportunities to streamline or amalgamate Portfolio procedures to reduce duplication and make staff aware of any changes in policy or procedure via appropriate internal communication channels.
	4	Advice and Support	<p>Provide advice and support to the Portfolio Management Team on:</p> <ul style="list-style-type: none"> • A wide range of strategic and operational matters including planning, reporting, efficiency improvements, and any items relating to improving the operations of the Portfolio. • Health Safety and Welfare matters for the Branch including the preparation of reports and acting as the HS&W or HSO representative for the Branch. ▪ New staff induction processes and ensuring they are adhered to by the Branch Directors and Managers. ▪ Assist in identifying operational efficiencies and improvements in customer services across the Portfolio.
	5	Stakeholder Relationship Management	<ul style="list-style-type: none"> ▪ Assist Faculties, Schools and professional areas in the University with developing a sound knowledge via regular updates of any changes to policy or procedure within the University's Giving Framework. ▪ Develop strong working relationships with Council Secretariat, Legal and Risk, Research Branch and Adelaide Research and Innovation to encourage collaboration and sharing of information. ▪ Use existing communication channels to ensure Portfolio staff are informed of performance against key milestones and changes to Campaign and Portfolio plans. ▪
Criteria	Capabilities and Behaviours	Achievement Drive	<ul style="list-style-type: none"> • Delivers high quality output. • Committed to meeting deadlines even with demanding timeframes. • Negotiates and sets expectations for work commitments.
		Communication	<ul style="list-style-type: none"> • Uses appropriate communication methods for effective interactions with a preference towards personal interactions. • Is persuasive and confident in communicating ideas. • Negotiates win-win outcomes by exploring different positions and building consensus.

MANAGER STRATEGY AND PLANNING POSITION DESCRIPTION

		Flexibility and Adaptability	<ul style="list-style-type: none"> Adapts responses and tactics to fit changing circumstances. Provides ideas for improvement and constructive input into change initiatives.
		Leadership	<ul style="list-style-type: none"> Leads projects in area of responsibility. Displays a confidence in own ability and a willingness to continually develop own skills and knowledge. Portrays the organisation and work area in a positive manner.
		Relationship Building	<ul style="list-style-type: none"> Focuses upon establishing and maintaining productive relationships with key internal groups to ensure collaborative work practices. Develops a broad network of useful contacts both inside and outside the University. Builds trust in relationships through maintaining confidentiality and keeping commitments.
		Teamwork	<ul style="list-style-type: none"> Accomplishes shared goals through accepting joint responsibility. Supports team members to achieve their goals by sharing workloads. Exercises tact, tolerance and humour to promote team harmony.
	Knowledge and Experience	<ul style="list-style-type: none"> Demonstrated experience in strategic and operational planning. Demonstrated experience in project management and reporting. Demonstrated experience in developing and implementing policies and procedures. Demonstrated high level negotiation and engagement skills. Demonstrated ability to lead and work effectively within a complex and changing environment. Demonstrated experience in providing high-level proactive customer service to internal and external stakeholders. Demonstrated high level communication skills, in particular written, verbal, interpersonal and presenting to groups. Demonstrated experience in working with Senior Management and governance committees. Demonstrated ability to deal with confidential and sensitive matters. Sound knowledge of the Australian Higher Education sector preferred. 	
Qualifications	<ul style="list-style-type: none"> Graduate qualifications in Business or a related field and extensive relevant experience Formal qualifications in Project Management (Diploma level or above) 		
Occupational Health, Safety and Welfare Requirements		<ul style="list-style-type: none"> All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop 	

MANAGER STRATEGY AND PLANNING POSITION DESCRIPTION

	safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.	
University Expectations	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; • Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; • Perform their responsibilities in a manner which reflects and responds to continuous improvement; and • Read, understand and comply with all University policies and procedures. 	
Approvals: Head of School / Branch Manager	Director Advancement Name: Signature: Date:	Director Human Resources Name: Signature: Date:
Acknowledgement of Incumbent	<p>I have read and understood the requirements of the position</p> <p>Name: <i>(please print)</i> Signature: Date:</p>	