

**FACULTY FINANCE & PLANNING MANAGER
POSITION DESCRIPTION**

Position Title:	Faculty Finance & Planning Manager	Position Number: 19250	Faculty/Division: Faculty of Sciences
Classification:	HE09	No. Direct Reports & Highest Classified Position: 10, HE07	School/Branch: Faculty Services Portfolio
FTE:	Reports to: Faculty Executive Manager	Fixed <input type="checkbox"/> Continuing <input checked="" type="checkbox"/>	Discipline/Unit:
Position Summary:	<p>The Faculty Services Portfolio enables School success by providing integrated, outcome-oriented services in support of the Faculty's academic endeavours and strategic vision. The Finance & Planning Manager is a key contributor to the Faculty Leadership Team and works closely with the Faculty Executive Manager and the central Financial & Procurement Services to provide leadership in financial management and resource planning for the Faculty. This leadership position supports the Faculty and Schools to achieve strategic and operational priorities through the implementation of an efficient and effective Financial Management Framework within the Faculty to support the Executive Dean and Heads of School in all aspects of financial management.</p> <p>These activities are undertaken in conjunction with the Shared Service and Core Finance Teams. The Faculty Finance & Planning Manager participates with these groups and other Faculty based Finance & Planning Managers in a Community of Practice.</p>		
Position Characteristics:	Scope	<p>The Faculty of Sciences has an annual budget of approximately \$160M with more than 700 staff and 3,500 students, and occupies more than 30 buildings. The Faculty comprises of four schools, located over three campuses and is also host to three Research Institutes and several Research Centres.</p> <p>Working under broad direction with considerable autonomy, this leader collaborates with the Faculty Leadership Team, Schools within the Faculty and senior staff in Financial & Procurement Services, provides high level and comprehensive financial management support, advice and services and supports Faculty and School Business Planning success.</p> <p>The Faculty Finance & Planning Manager leads a small team of professional staff with general supervision and is responsible for sound financial management practices within the Faculty and alignment with the University's financial policies, procedures, standards, practices and expectations in the delivery of internal and external financial reports, policy and procedure implementation, compliance and financial planning, analysis and budgeting.</p>	
	Significant internal/external relationships	<p>Faculty Executive Dean</p> <p>Faculty Leadership Team</p> <p>Head of Schools & Institutes</p> <p>School Managers</p> <p>Financial & Procurement Services Department</p>	

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	Special conditions		Reasonable workplace adjustments will be made for people with a disability. Some travel between campuses will be required.
	Delegations		According to the Delegations Table (Link)
Key Responsibilities and Outcomes Describe the key responsibilities and outcomes required for the role in the normal course of work	1	Leadership	<ul style="list-style-type: none"> ▪ Lead a team of professional staff in the delivery of responsive, outcome-oriented financial services across the Faculty. ▪ Develop and foster a high performance team culture, model desired behaviours and implement relevant tools and performance frameworks (University Performance Excellence Framework). ▪ Partner with Academic leaders, other Faculty Managers, Core and Shared Services to ensure that team accountabilities are clear and that appropriate resources are deployed in response to the Faculty's strategic objectives. ▪ Ensure appropriate Learning and Development practices are in place to support the University's capability development needs and foster the achievement of individual development goals.
	2	Strategy & Planning	<ul style="list-style-type: none"> ▪ Partner with relevant Academic leadership and other Faculty Managers to develop strategic and operational financial planning to support delivery of Faculty goals and objectives. ▪ Assist the FEM in the development of long and short term financial plans to meet Faculty and University requirements. ▪ Translate financial plans into annual budgets ▪ Interpret financial and business implications of Load Planning & Modelling ▪ Produce complex financial analysis, including financial modelling for Faculty and School business planning. ▪ Coordinate input into the development of wider University planning in finance and procurement core and shared services to ensure the needs of the Faculty are well articulated and understood to facilitate service provision and strategy input.
	3	Delivery and Service	<ul style="list-style-type: none"> ▪ Partner with Faculty leadership to manage financial and budgeting requirements for the Faculty including for the Schools & Institutes. ▪ Prepare, manage and monitor Capital funding requirements for Faculty. ▪ Maintain high quality accounting records and financial information for Faculty, University Finance and external bodies. ▪ Develop major business case presentations which translate complex and technical data into clear, straightforward information capturing core messages. ▪ Build sufficient processes to deliver timely, valuable service. ▪ Assess risk, develop mitigation strategies and conduct financial reviews within the Faculty. ▪ Form Service Level Agreements and monitor performance against SLAs
	4	Financial Accountabilities	<ul style="list-style-type: none"> ▪ Partner with Faculty leadership to ensure Faculty manages within approved budgets. Measure and evaluate Faculty and school financial targets, goals, KPIs, in line with

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			<p>strategic direction and identify any faculty risks, issues and performance implications.</p> <ul style="list-style-type: none"> ▪ Analyse relevant data to measure return on investments, report on achievements and develop future strategy. ▪ Ensure Faculty is meeting financial compliance requirements and report any non-compliance to the relevant senior leader.
	5	Innovations	<ul style="list-style-type: none"> ▪ Foster a culture of innovation and continuous improvement within the Faculty Finance team. ▪ Partner with staff in Schools within the Faculty to improve, streamline and standardise business practices ensuring alignment with Core and Shared financial services ▪ Accelerate the adoption of improved support practices and leverage the experience from other Faculties and Schools across the University by encouraging the active participation in relevant networks and Communities of Practice. ▪ Identify impact of external changes as they relate to Finance and propose strategies to leverage for opportunities or manage threats. ▪ Maintain awareness and knowledge of external & Higher Education sector nationally and internationally, transferring knowledge and know-how.
Criteria	Capabilities and Behaviours	Leadership	<ul style="list-style-type: none"> ▪ Stimulates and guides deliberate progress towards clear and engaging goals. ▪ The ability to lead, guide and motivate groups of people to deliver results and encourage responsibility. ▪ Holds self and others accountable for performance outcomes and behaviours ▪ Leads team to achieve maximum efficiency and productivity. Possesses the knowledge and understanding of management practices to manage performance, clarify expectations, provide coaching and feedback, reward staff, led by example and identify development needs.
		Achievement	<ul style="list-style-type: none"> ▪ Ability and drive to organise resources and deliver excellent outcomes within deadlines. ▪ Identifies and handles impediments to achieving goals
		Business Acumen	<ul style="list-style-type: none"> ▪ Understands University and external context and applies sound critical thinking skills and commercial principles in planning & decisions within areas of responsibility. ▪ Analyses and understands market trends to makes sound strategic decisions on the investment of time and money to maximise return on investment for the University.
		Strategic Thinking	<ul style="list-style-type: none"> ▪ Maintains a clear sense of strategic direction within the international, national and state contexts. ▪ Provides strategic direction within the area or unit in terms of analysis, advice and direction.
		Relationship Building	<ul style="list-style-type: none"> ▪ Collaborates with and engages key stakeholders ▪ Fosters good relationships between Faculty and schools and Faculty and shared services ▪ Builds exceptional relationships with academic and professional contacts ▪ Collaborates across boundaries promoting cohesion

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		<p>Communication</p>	<ul style="list-style-type: none"> ▪ Communicates with influence and impact (both verbally and in writing) with the ability to influence others towards a desired way of thinking or course of action. ▪ Works constructively with peers as part of a leadership team ▪ Uses political astuteness to negotiate and reach agreement at a senior level on complex issues.
	<p>Knowledge and Experience</p>	<p><i>Essential</i></p> <ul style="list-style-type: none"> ▪ Extensive experience in financial management of diverse business areas in a complex organisation. ▪ Extensive experience in the provision of high quality financial management services including collection, manipulation, analysis and reporting of financial data. ▪ Experience in designing and refining financial reports to meet stakeholder requirements ▪ High level ability to communicate and explain complex financial information in an understandable manner ▪ Strong negotiation and project management skills. ▪ Demonstrated commitment to a customer service culture. ▪ Demonstrated ability to manage and resolve sensitive matters at a senior level. ▪ Track record of partnering with senior leaders in Business Planning within large, diverse environments. <p><i>Desirable</i></p> <ul style="list-style-type: none"> ▪ Knowledge of the Australian Higher Education Sector with preference for experience in a University of Higher Education environment. ▪ Understanding of academic values and drivers 	
	<p>Qualifications</p>		<ul style="list-style-type: none"> ▪ Formal accounting, business and/or Finance qualifications to CPA/CA level. ▪ Postgraduate or progress towards post graduate qualifications or extensive experience equivalent experience.
<p>Occupational Health, Safety and Welfare Requirements</p>	<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 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. 		
<p>University Expectations</p>	<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 an 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. 		

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<p>Approvals: Head of School / Branch Manager</p>	<p>Head of School / Branch Manager Name: Signature: Date:</p>	<p>Director Human Resources Name: Signature: Date:</p>
<p>Acknowledgement of Incumbent</p>	<p>I have read and understood the requirements of the position Name: <i>(please print)</i> Signature: Date:</p>	