



POSITION DESCRIPTION

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| POSITION TITLE: Director, Planning | CLASSIFICATION LEVEL: Executive |
| SCHOOL/OFFICE: People, Planning and Strategy | DATE POSITION CLASSIFIED: August 2017 |

PURPOSE OF THE POSITION:

The Director of Planning will be responsible for delivering an effective University-wide planning framework to support the successful implementation of the University's new 2018-2022 Strategic Plan. They will have a close relationship with the University's Senior Executives and Managers, and deliver effective analyses and timely advice on key aspects of the University's business.

The responsibilities of the Director, Planning will include the following central functions:

- Implementation and oversight of the University strategic planning and performance reporting framework.
- Regular reports on University performance to the University Council and Management Committee.
- Developing the University's business intelligence capability.
- Data analysis and reporting to support key University activities, including student recruitment, target setting, load and revenue modelling, Faculty reviews, workforce management and planning, government reporting, and university rankings.
- Oversight of student surveys, including QILT surveys and other third-party and internal surveys.
- Oversight of quality assurance and compliance activities, including Faculty reviews and registers of professional accreditation and legislative compliance.
- Ad hoc analyses and project support.

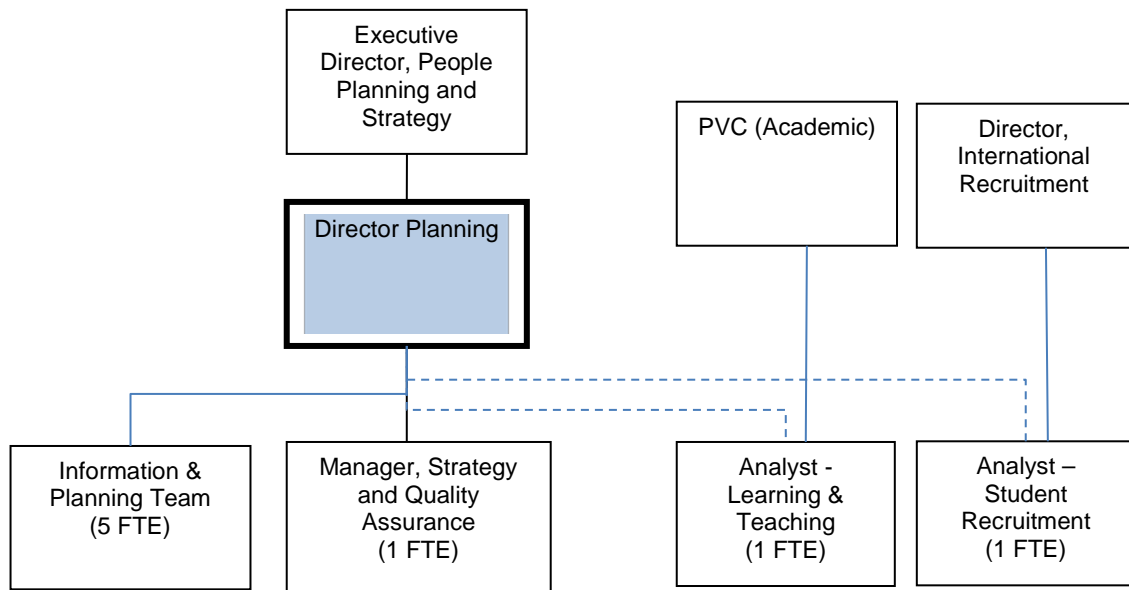
The incumbent will also provide day-to-day supervision and oversight for specialist data analysts employed to:

- Manage the University's regular evaluations of student satisfaction with teaching and course (TEVALS)
- Support the University's student recruitment efforts.

The University is committed to a culture of evidenced-based decision making. The role of the Director will be to provide leadership and direction for systems that will improve the efficient access to and effective use of data to inform decisions that will help the University to meet the Key Actions and Priorities defined within its Strategic Plan.

The position will report to the Executive Director, People, Planning and Strategy.

REPORTING RELATIONSHIPS:



SELECTION CRITERIA:

1. Relevant postgraduate qualifications and extensive relevant experience in the higher education sector.
2. High-level of strategic, conceptual and analytical skills, including the ability to implement and oversee a comprehensive strategic planning framework.
3. Demonstrated success in building and/or managing university-wide business intelligence capabilities, including development of a data warehouse as well as associated reporting and analytical platforms.
4. High-level business analysis and numerical modeling skills, with the ability to provide regular management information and ad hoc advice to support of strategic and operational activities across all areas of the University including student recruitment, learning and teaching, student lifecycle analysis, research, institutional surveys, and workforce planning.
5. Demonstrated experience in data collections and submission including international rankings, benchmarking, regulatory compliance, and other third-party reporting activities in the higher education sector
6. Proven ability to communicate clearly and present complex analyses and recommendations in well-evidenced and clearly written reports.
7. Demonstrated success in leading a busy team, including of analysts, technology specialists and administrators, to deliver a diverse range of outcomes within a complex organisational environment.
8. A results orientation and capacity as a “hands on” practitioner in a consultative, service-focused and time-critical environment, with the ability to adapt and be a catalyst for change.

| COMPETENCY: | RESPONSIBILITY: | PERFORMANCE INDICATORS: |
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| Strategic Planning | <ul style="list-style-type: none"> • Oversee a strategic planning framework incorporating implementation plans, internal bids for strategic initiative support, KPIs, cyclical performance review, and management reporting. • Develop University Key Performance Indicators aligned with the University Strategic Plan • Support the annual University Senior Management Conference. | <ul style="list-style-type: none"> • Coordinated implementation of the University Strategic Plan. |
| Information management | <ul style="list-style-type: none"> • Manage the central repository of data for reporting across the University • Oversee the management of data, information and analysis to assist the University with strategic planning, budgeting, forecasting, decision making, modeling and reporting requirements (staff, students, research) • Liaise closely with Finance to coordinate information for reporting and budgeting purposes • Provide advice, impart knowledge and best practice to management and make recommendations • Conduct detailed analysis and reporting for senior executives and the University Management Committee • Provide ad hoc reporting as required • Undertake high level research | <ul style="list-style-type: none"> • Development of a Business Intelligence System for the University that is accepted and extensively utilised by managers. • Regular and ad hoc reports for key stakeholders. • Strong relationships with other functional areas of the University. • Positive stakeholder feedback |
| Data collection and analysis | <ul style="list-style-type: none"> • Plan, coordinate and assume responsibility for data collections across the entire university, in support of the University's strategic goals • Ensure data collections are consistent and support the strategic and planning requirements for the University, and systems and processes are in place to provide comprehensive, timely and accurate data. This includes engagement staff from throughout the University's Faculties and Offices to ensure data collections are conducted in alignment with University's strategic goals • Provide high level institutional research services including ad hoc requests for data and analysis for university planning | <ul style="list-style-type: none"> • Provision of accurate and timely reports that meet the University's requirements for strategic planning and management |

| COMPETENCY: | RESPONSIBILITY: | PERFORMANCE INDICATORS: |
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| Quality, Reviews and Compliance | <ul style="list-style-type: none"> • Develop and oversee a quality assurance framework • Oversee audits and reviews • Develop strategies to improve compliance | <ul style="list-style-type: none"> • Compliance with external reporting requirements. • Positive stakeholder feedback |
| Government and Third Party Reporting | <ul style="list-style-type: none"> • Coordinate third party reporting including liaison with government authorities, Universities Australia and other organisations regarding the provision and presentation of official University statistics and benchmarking. • Support lobbying and engagement activities with government and other external bodies, to promote the University's strategic objectives | <ul style="list-style-type: none"> • Compliance with external reporting requirements. • Positive stakeholder feedback |
| Evaluation, survey and review processes | <ul style="list-style-type: none"> • Plan, coordinate and assume responsibility for evaluation and survey processes across the University • Ensure consistency of surveys and information and minimise duplication • Engage with government and other external bodies regarding proposed changes to surveys • Provide data and analysis for reviews of Faculties, Schools and Offices and other units or processes, as required | <ul style="list-style-type: none"> • Surveys are well coordinated and managed to minimise disruption for students and other stakeholders. • Positive stakeholder feedback |
| Provision of advice on developments in relevant government policy on higher education | <ul style="list-style-type: none"> • Research, analyse and monitor government policy, financial, demographic and other factors relating to the University's financial performance • Provide highly developed trend analysis for relevant planning groups and working parties across the University • Prepare statistical reports for statutory and internal reporting purposes. | <ul style="list-style-type: none"> • Positive stakeholder feedback |
| Staff Leadership, Management & Development | <ul style="list-style-type: none"> • Provide leadership and development to support staff, monitoring achievements against objectives, providing feedback on performance; provide professional advice and guidance on matters of education policy, data analysis and interpretation, and benchmarking. | <ul style="list-style-type: none"> • Positive feedback your team and other stakeholders • Achievement of team and Office objectives • New projects identified and completed |

| COMPETENCY: | RESPONSIBILITY: | PERFORMANCE INDICATORS: |
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| Commitment to the University's mission and values | <ul style="list-style-type: none"> • Demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes • Demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University. • You will be required to work with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness, and cultural sensitivity will form the basis of the professional working relationship. • Compliance with the University's policies and code of conduct | <ul style="list-style-type: none"> • Positive stakeholder feedback |

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.

Position Held by:

Signed:

Date:
