

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Senior Analyst, Business Planning and Analytics</b>
<b>DIVISION / DEPARTMENT:</b>	<b>Corporate / Business Planning and Analytics</b>
<b>CLASSIFICATION LEVEL:</b>	<b>TAFE PACCT Level 8</b>
<b>MODE OF EMPLOYMENT:</b>	<b>Full Time</b>
<b>*LOCATION:</b>	<b>555 La Trobe Street, Melbourne</b>
<b>Date:</b>	<b>April 2024</b>

\*Note that the incumbent may be required to operate from any work sites of the Institute

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## GENERAL INFORMATION ABOUT THE INSTITUTE

William Angliss Institute is the Victorian State government endorsed Specialist Centre for Hospitality, Tourism and Culinary Arts and is recognised as Australia's leading provider of training for these key industry sectors. The Institute aims to provide excellent vocational education and training services for industry, students and government in Victoria, Australia and globally.

Programs offered by William Angliss Institute range from one-day courses and weekend industry training, through to apprenticeships, nationally recognised certificates and two-year full-time advanced diploma programs. Specialist degree programs extend the Institute's portfolio to provide higher level business and management education. Close links with industry and continuing innovation in the delivery of services ensure the relevance of programs to today's workplace.

The Institute has a turnover of approximately \$60m per annum with a mixture of 35% from Government funding and 65% from commercially generated activities.

## GENERAL INFORMATION ABOUT THE DEPARTMENT

The Business Planning and Analytics Department is responsible for developing effective information management strategies and system solutions for business planning, forecasting, reporting and data analysis to support performance management and decision making across a broad range of organisational objectives, providing clear and actionable insights to drive business performance and inform organisational strategy.

The Department provides a Business Partnering function to the organisation, enhancing communication and understanding of performance data while collaborating in the development of business cases and strategies to improve performance.

Key departmental responsibilities include:

- Developing effective information management strategies, business intelligence tools, dashboards and reporting that meet the needs of a range of stakeholders
- Developing and continually improving budgeting and forecasting systems and other financial models for improved value, accuracy, efficiencies and timeliness of information
- Preparing data driven analysis to support achievement of strategic objectives, performance management and decision making
- Providing a business partnering service across the organisation inclusive of high-quality financial planning, reporting, analysis and system support
- Preparation of monthly and quarterly financial management reports for Board, Executive, departments and associated monitoring of KPI's and performance and analysis of variances

*Senior Analyst, Business Planning & Analytics*

## PRIMARY PURPOSE & OBJECTIVES OF THE POSITION

Coordinate the Institute's budgeting and forecasting activities, including maintenance of the budget system and forecasting models.

Development of financial modelling to support strategic planning and business case development, inclusive of scenario and sensitivity analysis.

Develop Business Intelligence reporting and capability to support and manage a broad range of performance objectives, key performance indicators and evolving business needs

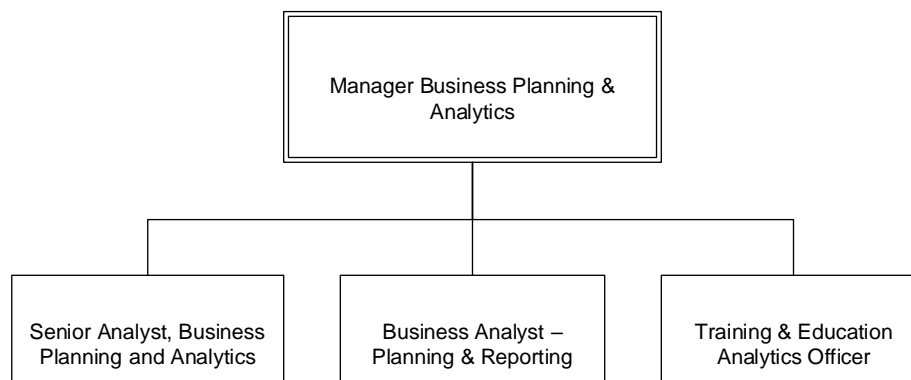
Provide business partnering services to a range of internal stakeholders through development of an understanding of partner needs and in the provision of financial reports, key metrics, analysis, advice and training.

Project manage finance system development and business process improvement initiatives to drive continuous improvement across WAI's finance system and processes.

## REPORTING RELATIONSHIPS

The Senior Analyst, Business Planning & Analytics reports to the Manager Business Planning and Analytics and works closely with the Business Planning and Analytics team members and the organisation's business units.

There are no positions reporting to the Senior Analyst, Business Planning & Analytics.



## KEY DUTIES

The Senior Analyst, Business Planning & Analytics undertakes a range of business planning, analysis and reporting activities in addition to development of system capability to enhance business processes, and reporting.

The key responsibilities as outlined below draw on sound conceptual and analytical skills to assist WAI operations to meet objectives, maximise performance and ensure the overall efficiency of operations and integrity of financial and business intelligence data.

The Senior Analyst, Business Planning & Analytics has direct responsibility for the following functions:

### Financial Planning, Analysis & Reporting

Coordinate the Institute's operational, balance sheet, and cashflow budgeting and forecasting activities, and manage associated supplementary budgets such as labour, government funding and capital expenditure.

Review veracity of submitted program budgets and liaise with budget owners with respect to budget input and issues.

Develop data warehousing and reporting capabilities to provide transparency of performance against targets.

Lead the development of financial and scenario modelling activities and sensitivity analysis associated with new and existing business activities, to support strategic and performance planning and business case development.

Prepare a range of management reports, dashboards, KPI results and analysis for internal stakeholders and government financial reporting requirements.

### Business Partnering

Scope and develop reporting suites that align with the business stakeholders information needs.

Extract and analyse data from a range of systems and consolidate into a meaningful format able to be easily understood and used by key stakeholders for operational and strategic decisions.

Analyse business performance, both financial and other key performance indicators, and provide support and authoritative advice to managers.

Liaise with other business units in a business partnering capacity, partnering with non-financial managers to inform, educate and advise with respect to interpretation of financial information and operational performance, with a focus on data driven decision making leading to actionable insights.

### Finance System

Develop and maintain the Institute's budget and forecasting system in line with organisational requirements, ensuring effective development and leveraging of system functionality.

Undertake system administration responsibilities for the Institute's budgeting systems.

Lead the development and deployment of business intelligence and dashboard solutions as well as financial system enhancements, including design and system configuration work to ensure efficient and effective systems that realise the full benefits of system functionality.

Lead the development of ETL processes to automate integrations of different finance related systems, improving efficiency whilst enhancing data integrity, accuracy, and on-time delivery.

Oversee the creation/configuration, organisation, testing, troubleshooting, deployment, and implementation of software system projects for a variety of new and current finance related systems and provide key user training to ensure that the relevant business area has the required skills and knowledge after implementation.

### **Other Responsibilities:**

- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Specific performance objectives will be negotiated as part of the Institute's regular performance planning and review process.
- The incumbent will be required to comply with the Institute and Public Sector Code of Conduct,

Occupational Health and Safety Policy and Procedures, Managing Diversity Policy and Procedures and any other relevant legislation, policy, procedures or practices.

- Be familiar and ensure compliance with the relevant state and territory Vocational Educational and Training (VET) Government Funding Contract at all times by meeting contractual requirements of the Contract(s) and ensuring all staff are aware of their responsibilities mandated by the Contract(s). Ensure that internal and external audit recommendations that relate to the relevant VET Government Funding Contract(s) are actioned and implemented on a timely basis and reported accordingly.

***In accordance with the William Angliss Institute of TAFE PACCT Staff Enterprise Agreement 2021 (PACCT EBA), the following descriptions apply for PACCT LEVEL 8 positions:***

### **EDUCATION, TRAINING AND EXPERIENCE**

*Education, training and experience means the type and duration of training which the duties of the classification level typically require for effective performance. Training is the knowledge through formal education, on the job instruction or exposure to procedures.*

Relevant Degree and post graduate qualification and experience, or extensive management and leadership experience, or an equivalent combination of relevant management and leadership experience and / or education or training.

Principal specialist in a recognised discipline or specialist area

### **TASK LEVEL**

*Task level means the type, complexity and responsibility of the tasks typically performed by staff within each proposed classification level.*

Apply a high level of theoretical and operational knowledge.

Undertake complex duties which entail a high degree of responsibility and autonomy.

Develop, implement and review major policies, objectives, strategies involving high level liaison and/or consultation with internal and external stakeholder areas.

Undertake significant creative, strategic planning and management functions.  
May be responsible for significant resources.

Ability to play a major role in ensuring the professionalism of operational and developmental activities within the specialist area.

### **JUDGEMENT AND PROBLEM SOLVING**

*Judgement is the ability to make sound decisions, recognising the consequences of decisions taken or actions performed, and Problem solving is the process of defining or selecting the appropriate course of action where alternative courses of action are available.*

Provides authoritative advice.

Responsible for project development and implementation.

Provide strategic support and advice to departments.

Be responsible for the achievement of the objectives of the operational unit or area of work being managed and for the successful completion of projects within a complex organisational environment.

Investigate, design, implement and evaluate plans and strategies to meet operational objectives and the long term requirements of the Institute.

## **SUPERVISION AND INDEPENDENCE**

*Supervision and Independence means both the way in which positions are supervised, managed or held accountable, and the degree of independence which applies in supervising or managing other staff or contractors. Independence is also the extent to which a staff member can work independently without supervision or direction.*

Position operates with broad direction and work will be performed at a professional or supervisory level with clearly established objectives, strategies and methodologies.

The employee may have supervisory line management responsibility.

Under broad direction develop and implement new policies and innovative ways of adapting the Institute's existing strategies.

Manage other staff and/or operate as a principal specialist in a recognised discipline.

Decisions and actions taken at this level may have a substantial effect on the Department or Division and/or Institute wide programs and projects.

Accountable for the quality, effectiveness, cost and timeliness of operational objectives.

## **ORGANISATIONAL RELATIONSHIP AND IMPACT**

*Organisational Relationship and Impact means the level of knowledge and awareness of the organisation, its structure and functions that would be expected in the performance of the duties of the position, and the purposes to which that organisational knowledge and awareness may be put.*

Comprehensive knowledge of related operations.

Develop and review major policies, objectives and strategies involving high level liaison with internal and external client areas.

Responsible for projects involving major change which may impact on other areas of the Institute's operations.

## **INTERPERSONAL SKILLS**

*Interpersonal Skills means the level of communication skills both verbal and written and the scope of the circumstances where the staff member is expected to use these skills.*

Ability to persuade, convince and negotiate internally and externally in the pursuit and achievement of Institute corporate objectives. At this level must be able to lead, motivate and develop other employees on an individual and team basis.

**Note: PACCT Staff at this level must also be competent in meeting criteria detailed for the previous level as per Schedule 2 of the PACCT EBA.**

## **KEY SELECTION CRITERIA**

- Relevant degree and/or post graduate qualification and experience, or an equivalent combination of relevant management and leadership experience and/or education or training.
- Demonstrated experience in budgeting, forecasting, analysis, and reporting activities, preferably in a large, complex business setting.
- Demonstrated capability and experience using Business Intelligence and modelling tools such as SQL, Tableau, Power BI and Excel.
- Demonstrated expertise and initiative in the development and implementation of software system solutions, business process improvements and related project and change management processes.
- Strong skills in performing investigative and analytical work, and providing clear business insights.
- Effective organisational skills and excellent attention to detail with demonstrated abilities to manage conflicting priorities whilst preparing accurate information within specified timelines.
- Excellent stakeholder management, interpersonal, and negotiation skills with a demonstrated ability to communicate effectively with a diverse range of stakeholders and influence behaviours and outcomes consistent with organisation objectives.
- Demonstrated behaviours that align with the William Angliss Institute Values.

## **DESIRABLE**

- Experience using Technology One: Financials, Enterprise Budgeting, Business Intelligence, or ETL tools, or similar tools from other enterprise applications.
- A CPA/CA qualification will be looked upon favourably.

## **SPECIAL CONDITIONS**

- Provision and or willingness to obtain a (employee) Working with Children Check will be required prior to commencement. The incumbent will be required to renew prior to expiry date of current check whilst employed by the Institute.
- Provision and or willingness to obtain a Police Check will be required prior to commencement and renewal every five years thereafter.

## **WILLIAM ANGLISS INSTITUTE STRATEGY 2024 - 2028**

### **Our Vision:**

To be Australia's recognised first choice educational provider of foods, tourism, hospitality and events skills and knowledge.

### **Our Mission:**

To deliver the highest quality specialist skills and education to inspire and empower a diverse community of learners.

### **Our Business Strategy:**

Our Vision and Mission drive the business strategy of the Institute. As a specialist provider unique in Australia's post-secondary education landscape differentiation is central to William Angliss Institute's business strategy.

### **Differentiation Includes:**

- being recognised for the quality of the student experience
- being recognised for the capability of our graduates
- actively applying innovation within our programs
- being recognised for facilitating lifelong learning
- further development of transnational educational delivery through an off-shore network
- a commitment to applied research

### **Differentiation will support:**

- growing in a manageable and profitable manner
- practising sustainable development
- celebrating our expertise
- continuing to build successfully on our heritage, our industry, our people, our community and our alumni

William Angliss Institute acknowledges the traditional owners of the land on which our campus facilities are based and through our actions seek to share and build knowledge across our staff and students with respect to First Nations culture.

### **Focus Areas:**

William Angliss Institute's Strategic Plan 2024- 2028 has five focus areas. They are:

1. Enhancing the Student Experience
2. Fostering Education Excellence
3. Optimising International Opportunities
4. Engaging with Industry, Community and Alumni
5. Being Sustainable

### **Institute Values**

Personal Responsibility:	accountable, responsive, with integrity, respect and impartiality and acknowledging human rights
Inspiration:	passionate, stimulating and optimistic
Empowerment:	nurturing, encouragement and challenging
Community:	sharing, partnership and connections
Expertise	Leadership, innovation and industry practice