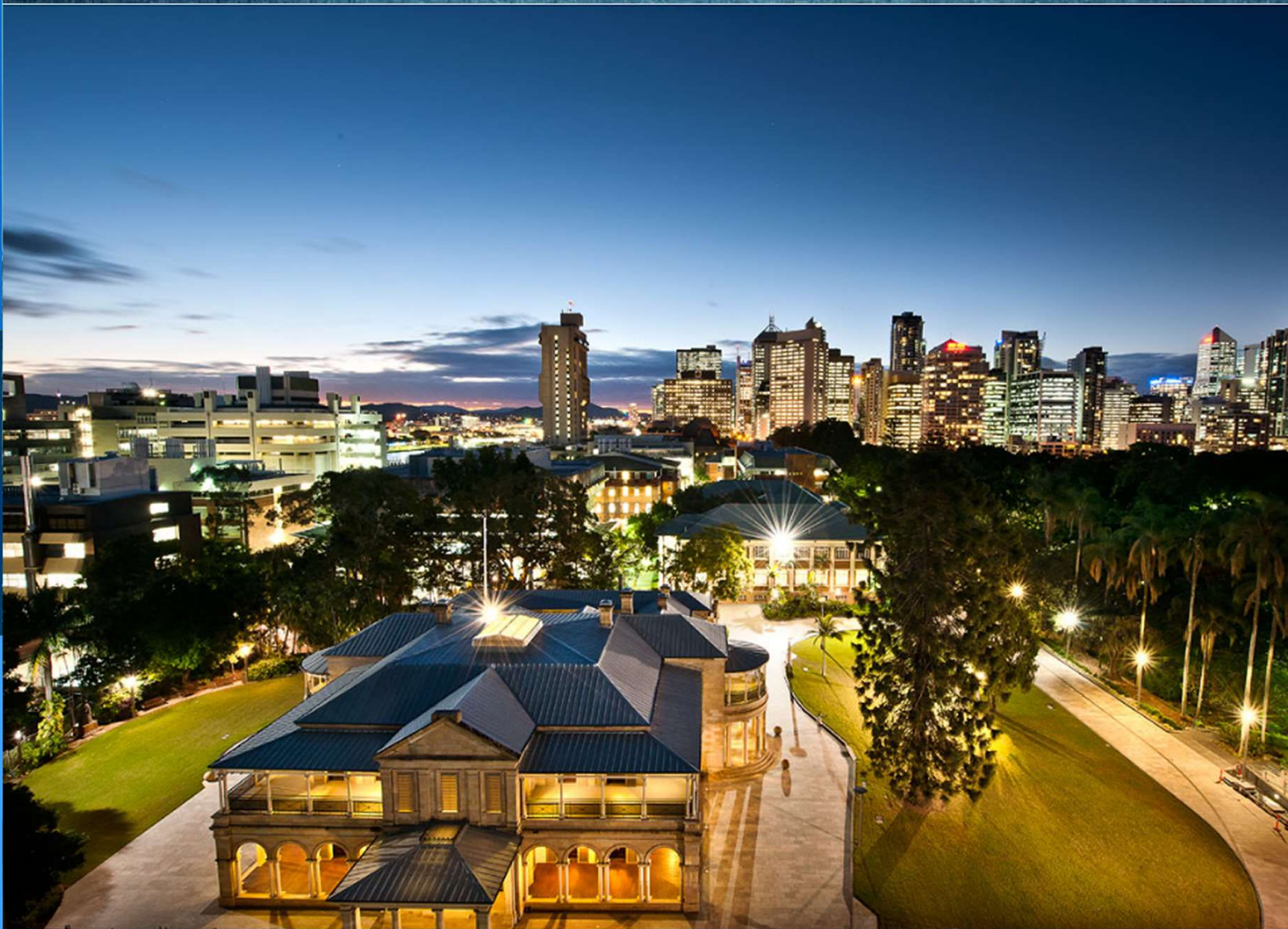


Associate Director, Strategy and Business Modelling

Finance Business Solutions
Chancellery Division



the university
for the real world

About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at www.qut.edu.au.

Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

About the Chancellery Division

The Vice-Chancellor and President is responsible to Council for providing leadership to the university and for the academic, financial and administrative functions of the university. The Vice-Chancellor is also QUT's chief representative on external forums.

The Vice-Chancellor leads the Chancellery Division which includes the Business Development and International Portfolios, Indigenous Strategy, Government Relations and Policy, Assurance, Risk and Integrity Services, Marketing and Communication, and Finance Business Solutions.

The Office of the Vice-Chancellor provides support and manages the business of the Vice-Chancellor and Chancellery Division. The Chancellery supports the University Executive in fulfilling their responsibilities to Council for providing leadership to the university and its academic, financial and administrative functions.

About Finance Business Solutions

Within the Chancellery, Finance Business Solutions is responsible for a range of business functions to facilitate the ongoing financial and planning viability of the university in realising QUT's strategic aims and objectives, whilst maintaining a customer centric approach when engaging with the university community, industry and government.

About the Position

As the Associate Director, Strategy and Business Modelling, you will lead a small team to support the development of University strategy related to planning, business costing and modelling of student load and other sources of revenue, and new, where and when they may arise, business opportunities.

This position reports to the Chief Financial Officer (CFO) for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Provide strategic level advice to the University Executive.
- Provide leadership in promoting quality decision making and planning by providing senior managers with efficient and effective modelling and analytics, and by serving on relevant committees and working parties.
- Provide strategic advice and guidance to senior management across the university on various aspects of performance modelling, pricing and costing of the university's activities and offerings.
- Research, write and edit correspondence, presentations, reports, committee submissions, and other papers.
- Provide leadership to and oversee the delivery of high quality and insightful financial analysis and decision support.
- Liaise with and maintain a network of internal and external university contacts, proactively communicating and providing advice and information.
- Oversee documentation of procedures, preparation of manuals, and documenting and disseminating policy.
- Contribute to meeting the university's obligations under relevant legislation.
- Lead and manage the staff within the team, providing guidance and advice on prioritisation, workflow and communications.
- Monitor budgets and financial matters of the function.
- Provide leadership to special projects as required by the CFO, University Registrar, Provost and Vice-Chancellor.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

Type of appointment

This appointment will be offered on a fixed-term, full-time basis for five (5) years.

Location

Gardens Point campus.

Selection Criteria

1. Postgraduate qualifications and extensive relevant experience, or an equivalent combination of tertiary education and relevant experience.
2. Demonstrated knowledge and understanding of the Higher Education sector in Australia and related public policy matters.
3. Proven success in providing strategic advice and recommendations in relation to budget modelling and costing.
4. Proven high level research and analytical skills for investigating issues and interpreting trends, policies and practices with an ability to assess strategic plans, business cases and other documents for opportunities and recommendations.
5. Extensive experience in managing, coordinating and leading an effective team in the delivery of professional and high-quality corporate services.
6. Demonstrated ability to make independent decisions to meet deadlines in a high-pressure environment.
7. Highly developed written, interpersonal and relationship management skills, in conjunction with negotiation skills, to establish and maintain collaborative working relationships with a range of stakeholders, including senior management and external parties.

Remuneration and Benefits

An attractive remuneration package will be negotiated with the successful applicant.

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the university offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.

Information for applicants

For further information about the position, please contact Professor Margaret Sheil, Vice Chancellor and President, on (07) 3138 8086; or for further information about working at QUT contact Human Resources on (07) 3138 4104.

Applicants who reach the final stage of the selection process will be expected to undergo a check of their criminal history. Those matters which do not have an impact on the inherent requirements of the position will not be taken into consideration. Applicants will be provided with an opportunity to discuss the outcome of the check before a decision on appointment is made.

In assessing merit, the panel will take into consideration “performance or achievement relative to opportunity”. We recognise that many staff today have a range of personal circumstances, and career histories that challenge traditional ideas of a staff member. This may mean, for example, prioritising the quality of achievement rather than the quantity, as considerations of part-time employment, career interruptions and significant periods of leave are taken into account when assessing performance or achievement.

How to Apply

For further information and to apply, please visit www.qut.edu.au/jobs for reference number **20751 c)**.

When applying for this position, a Curriculum Vitae and up to a two-page covering letter outlining your suitability for the role against the selection criteria will be required.

Applications close 28 January 2021