



Flinders
UNIVERSITY

THE 2025 AGENDA

Position Description Repository

Updated 8 September 2017

Executive Summary

This document contains a series of sample position descriptions (PDs), styled in accordance with the new [PD template](#) and [PD User Guide](#), launched on 8 September 2017. The PDs included in this suite of samples range from HEO4 to HEO10 classification and reach across a number of disciplines, in the interest of providing broad worked examples.

Should you require further assistance, please contact the [P&C Client Services](#) team servicing your College or Portfolio, or refer to the [PD User Guide](#).

Contents

HEO4 – Project Administrator (People and Culture)

HEO4 – Assistant Accountant (Finance and Procurement Services)

HEO5 – Employment Services Officer (People and Culture)

HEO6 – Test Analyst (Information and Digital Services)

HEO7 – Senior WHS Officer (People and Culture)

HEO7 – Senior Communications Officer (Office of Communications and Engagement)

HEO8 – Finance Business Partner (Finance and Procurement Services)

HEO9 – Senior Financial Accountant (Finance and Procurement Services)

HEO10 – Enterprise Architect (Information and Digital Services)

Senior Manager – Associate Director, Procurement Services (Finance and Procurement Services)

Position Description – Project Administrator

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	People and Culture
Supervisor	Project Lead - People and Culture
Classification	Higher Education Officer Level 4
Employment Type	Full-time, fixed-term (12 months)

POSITION SUMMARY
<p>The Project Administrator will provide administrative support, under general direction, across the People and Culture key projects which will enable the University to realise the Achieving 2025 strategic intent.</p> <p>Responsibilities will include preparation of documentation, in addition to diary management and various administrative tasks, which will support the University's organisational restructure and project objectives for continuous improvement in line with its strategic vision.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.

KEY POSITION RESPONSIBILITIES

The Project Administrator is accountable for:

1. Providing efficient administrative and transactional support for the People and Culture Project Team including, but not limited to, arranging meetings, diary management, management of correspondence, and preparation and formatting of documentation including reports, information packs, letters and emails.
2. Supporting the delivery of project deliverables and initiatives identified by the Project Lead – People & Culture, which may include assisting in the development of key documents and resources tailored to particular project needs.
3. Maintaining University relationships which support the overall achievement of People and Culture support and service delivery objectives.
4. Providing support across varying projects, by undertaking a range of tasks including drafting agendas and minutes, co-ordinating follow-up action and drafting correspondence as required.
5. Supporting the delivery of People and Culture projects into the various work streams and provide input into their development.
6. Supporting the development of processes and work systems related to the People and Culture projects.
7. Ensuring all interactions model a responsive, customer focused service and performance driven culture.
8. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Excellent organisational and administrative skills, including the ability to support projects, work collaboratively to prioritise workloads, problem solve and meet deadlines.
- Well-developed interpersonal skills with demonstrated ability to liaise effectively with a wide range of stakeholders.
- Well-developed written and oral communication skills including experience with the preparation of documentation, including inputting to draft correspondence, minutes, reports and other resource materials.
- Proficiency in using the full range of Microsoft Office applications, including PowerPoint, Word and Excel.
- Demonstrated understanding of, and commitment to, the requirements of confidentiality and flexibility within a professional work team.
- Completion of a Certificate IV with relevant work experience or an equivalent combination of relevant experience and /or education/training.
- Experience working in the Higher Education Sector is desirable.

Position Description – Assistant Accountant

Updated 10 July 2017

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	Finance and Procurement Services
Supervisor	Associate Director Financial Accounting
Classification	Higher Education Officer Level 4
Employment Type	Continuing, full-time

POSITION SUMMARY
<p>Under routine to general direction, the Assistant Accountant is responsible for assisting in the administration of processes relating to financial risk management and compliance.</p> <p>The position provides high quality assistance as directed, including but not limited to, help desk support and training with the respect to the University's finance systems, compliance reviews and data analysis.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p>

KEY POSITION RESPONSIBILITIES

The Assistant Accountant is accountable for:

1. Providing high quality front line help desk support and training with respect to the University's core finance system and the University's invoice processing system.
2. Assisting in the provision of system administration and maintenance of system parameters and variables.
3. Maintaining and assisting in managing user profiles, access to roles and other user privileges in the finance systems.
4. Maintaining GL chart of accounts, its components and categories.
5. Generating and distribution of periodic reports to project managers.
6. Maintaining the register of financial delegations in accordance with the Authorisation of University Expenditure policy.
7. Providing quality assistance with periodic compliance reviews.
8. Providing quality input and support in the delivery of end of month, quarterly and end of year processes.
9. Assisting in developing, improving and implementing financial systems, reports, tools and processes.
10. Minimising exposure to risk through implementing effective and efficient financial risk management and compliance related policies and procedure.
11. Ensuring the robust implementation of compliance activities and reviews across the University.
12. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Tertiary level qualification in Accounting and an equivalent combination of relevant experience and/or education/training.
- Demonstrated understanding of finance systems in large organisations.
- Demonstrated ability to effectively communicate with people at all levels.
- Demonstrated ability to set and prioritise workloads.
- Demonstrated analytical and reconciliation skills.
- Demonstrated experience in using modern technology and analytical tools.
- Experience using TechnologyOne Financials software.
- Membership of, or progress towards, a professional accounting body (CNCPA or equivalent).

Position Description – Employment Services Officer

Updated 10 July 2017

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	People and Culture
Supervisor	Employment Services Team Leader
Classification	Higher Education Officer Level 5
Employment Type	Continuing, convertible, fixed-term, full-time, part-time, job-share option

POSITION SUMMARY
<p>Under routine to general direction, this position carries out a broad range of responsive and effective People and Culture transactional services for recruitment and employment related matters.</p> <p>The position works in close collaboration with the People and Culture Coordinators in the Colleges and Portfolios.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred; contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor; promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; perform their responsibilities in a manner which reflects and responds to continuous improvement; and familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.

KEY POSITION RESPONSIBILITIES

The Employment Services Officer is accountable for:

1. Providing central processing of employment related matters including but not limited to:
 - request to fill a vacancy forms and associated Position Descriptions;
 - recommendation to appoint forms;
 - contracts of employment;
 - contract extensions through ESS;
 - employment variations through Flinders Pro; and
 - employment cessations.
2. Providing timely, accurate and consistent processing and expertise on the Enterprise Agreement and related policies as they apply to the above processes.
3. Working in close collaboration with the P&C Coordinators in the colleges and portfolios and the Payroll Services Team.
4. Contributing to the development, review and classification of position descriptions in line with the Enterprise Agreement.
5. Preparing routine and non-routine documentation and correspondence relating to a range of P&C matters.
6. Preparing and collating P&C related data and reports and carry out relevant research into specific employment matters.
7. Liaising with external agencies (for example research funding bodies, immigration authorities, travel, removal, recruitment and media companies) as required.
8. Ensuring all interactions model a responsive, customer focused service and performance driven culture and proactively contribute to improvements in P&C transaction and processes.
9. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a diploma or degree qualification in a relevant field OR an equivalent combination of experience and/or education and/or training
- Experience working in the Higher Education (HE) Sector and a genuine interest in working in Human Resources (HR), **or**, experience working in a transactional/operational HR role and a genuine interest in working in the HE Sector.
- Exposure to or a demonstrated understanding of P&C administrative processes.
- Well-developed interpersonal skills with demonstrated ability to liaise effectively with a wide range of staff and the public.
- Demonstrated written communication skills with good attention to detail and a strong commitment to client service.
- Well-developed organisational skills with demonstrated ability to prioritise work, meet deadlines and use initiative.
- A capacity to interpret the prevailing Enterprise Agreement (and associated policies/procedures) and to exercise judgement in consultation with P&C colleagues where appropriate.
- Demonstrated ability to work effectively as part of a team in the delivery of P&C services.
- Demonstrated understanding of, and commitment to, the requirements of confidentiality within a professional work team.
- Demonstrated IT literacy and keyboard skills.
- Demonstrated ability to evaluate administrative systems and procedures and recommend improvements where appropriate.

Position Description – Test Analyst

Updated 10 July 2017

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	Information and Digital Services
Supervisor	Test Lead
Classification	Higher Education Officer Level 6
Employment Type	Full-Time, fixed-term (2 years)

POSITION SUMMARY
<p>Under general to broad direction, and as a member of the testing capability, the Test Analyst will provide quality testing services in line with the University's testing framework and standards to project and operational teams to support the delivery of digital solutions.</p>

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KEY POSITION RESPONSIBILITIES

The Test Analyst will provide testing services for digital solutions that are generally commercial-off-the-shelf and increasingly cloud based (primarily Software as a Service). Testing services will be required when implementing new digital solutions and in the ongoing maintenance of existing solutions.

In this context, the Test Analyst is accountable for:

1. Delivering testing services to project and operational teams so that digital solutions conform to expectations and requirements.
2. Working with stakeholders to understand scenarios, requirements and expectations in order to create test strategies, test approaches and test plans based upon testing principles, processes and procedures.
3. Writing and executing test cases, ensuring compliance and readiness to meet entry and exit quality gates.
4. Assisting with preparing of test environments and data sets that align with testing approaches and plans.
5. Identifying, communicating, triaging, tracking and confirm resolution of defects identified during test cycles, and supporting delivery of teams during defect resolution.
6. Preparing and delivering reports on progress of testing services for operational level stakeholders.
7. Working collaboratively with delivery managers and teams, internal stakeholders and external vendors to deliver high quality digital solutions.
8. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- A tertiary qualification in information technology, business technology or other relevant qualifications; or an equivalent combination of experience and/or education and/or training.
- Demonstrated experience in defining test cases, scenarios and scripts based on business requirements and use cases.
- Demonstrations experience using test management and defect management tools.
- Knowledge and understanding of various testing types (e.g. regression, security, integration, user acceptance).
- Demonstrated ability to analyse issues, solve problems and make decisions by applying high-level judgement, taking into consideration quality objectives and risks to projects and business processes.
- Good negotiation, communication and presentation skills, including well-developed written and oral communication skills.
- Experience with testing of integrated cloud based digital solutions.
- Experience with automated testing techniques and tools.
- Knowledge of higher education administrative business processes.

Position Description – Senior Work Health and Safety Officer

Updated 10 July 2017

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	People and Culture
Supervisor	Associate Director, Work Health and Safety
Classification	Higher Education Officer Level 7
Employment Type	Continuing, Full Time

POSITION SUMMARY
<p>Under broad direction, the Senior Work, Health and Safety Officer will provide advice and assistance to designated areas on a broad range of work health and safety matters. This includes providing advice on the implementation of the University's preventative systems and strategies aimed at reducing workplace risks and accidents/injuries.</p> <p>The position will contribute to the development, review, maintenance and operation of a wide range of administrative and organisational processes to support the WHS services.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.

KEY POSITION RESPONSIBILITIES

The Senior WHS Officer is accountable for:

1. Maintaining an up-to-date knowledge of all relevant WHS legislation, policy and practice that impact on WHS work in the allocated College/Portfolios and across the University.
2. Working in partnership with the College/Portfolios to ensure they are compliant with WHS legislation and Return to Work SA Self-Insurance performance standards. This will be achieved by the provision of advice, assistance and an expert consultancy service on all aspects of work health and safety matters.
3. Working with the University WHS team on the planning and development of College/Portfolios WHS practice, both operationally and strategically, and ensure consistency with University policy and practice.
4. Providing support and advice to the allocated College/Portfolios WHS Committee, particularly around WHS strategy and policy initiatives and manage reporting as required.
5. Ensuring consistent and compliant WHS work practice and policy implementation across all areas in the College/Portfolios.
6. Investigating all accidents/incidents reported by the College/Portfolios and assist the area to implement preventative systems to reduce further workplace risk and accidents/injuries.
7. Assisting the University to maintain its WHS compliance and assist the College/Portfolios to ensure it is in line with the self-insured performance standards, and assist with internal and external audits as required to support compliance.
8. *If applicable to the allocated College*, providing oversight of Radiation Management, including coordination with local area Radiation Safety Officers, Laser Safety Management, and Hazard Management activities ensuring compliance with policy and procedures.
9. *If applicable to the allocated College*, providing administrative management oversight of the ChemWatch database system and Prohibited and Restricted Carcinogens.
10. Representing the College/Portfolios in University WHS forums by providing high level WHS advice.
11. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- A tertiary qualification or formal training in a relevant area, for example science, technology or WHS.
- Substantial experience in leading WHS practice.
- In-depth knowledge of relevant WHS legislation, and its application to the university sector.
- Demonstrated experience in improving or leading change management processes or policies in relation to WHS practice.
- Experience in managing information systems and producing reports.
- High-level interpersonal and communication skills.
- High-Level written communication skills, including knowledge of, or experience in, policy development.
- Ability to work autonomously and as part of a team.
- Understanding of or experience working in an educational research and laboratory teaching environment.

Position Description – Senior Communications Officer

Updated 10 February 2017

POSITION DETAILS	
Portfolio	Portfolio of the Vice-Chancellor
Organisational Unit	Office of Communications and Engagement
Supervisor (Title)	Executive Director, Communications and Engagement
Classification	Higher Education Officer Level 7
Employment Type	18 months fixed-term, full time

POSITION SUMMARY
<p>Following the release of the new University strategic plan, <i>Making a Difference – The 2025 Agenda</i>, a series of projects have been initiated to achieve the ambitious vision. This position has been established to drive the communications requirements for the University-wide project <i>The 2025 Agenda – Achieving our vision</i> to deliver on the strategic plan, most specifically the academic organisational change and the Professional Services Project.</p> <p>Under broad direction, the Senior Communications Officer will be responsible for developing and delivering the internal and external communications strategy and activities to support the success of the Project and which support <i>The 2025 Agenda</i> and the University's values. The Senior Communications Officer will proactively support the design, development and implementation of a digital communications environment that effectively communicates project activities to staff, students and other stakeholders.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.

KEY POSITION RESPONSIBILITIES

The Senior Communications Officer is accountable for:

1. Developing and delivering a strategic communications plan to support the successful delivery of the project The 2025 Agenda – Achieving our vision.
2. Writing, editing, and publishing a variety of project communications, including communications plans, webpages, PowerPoint presentation, proposals, briefings, correspondence, reports, and other collateral and content to a high standard and within specific timeframes.
3. Monitoring and reviewing project and related communications, respond to stakeholders as required and report on these responses with a view to ensuring the positive profile and brand of the University is upheld.
4. Monitoring developing issues and manage communication strategies as appropriate.
5. Working with the project owners and senior university staff to manage communications risks.
6. Providing professional guidance and support to the project team and University Senior Executives regarding communications, including identifying stakeholder communication opportunities that enhance the success of the project.
7. Ensuring the creative content and production quality of communication materials are consistent with the University's values, policies, strategic objectives and identity.
8. Establishing good working relationships with staff across the University community to provide effective communications support.
9. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Tertiary qualifications in communications or marketing related field and/or significant relevant experience or an equivalent combination of experience and/or education and/or training.
- Expertise in the design and development of internal and external communications for a large complex organisation.
- High-level interpersonal and oral communication skills with demonstrated capacity to communicate effectively with people at all levels.
- Demonstrated capacity to plan, develop and communicate on project activities with a range of internal or external stakeholders.
- Demonstrated capacity to write accurate and engaging material in a variety of styles and formats for a wide range of stakeholders, and to interpret specialist/technical information in Plain English for a variety of audiences. This includes content for internal and external facing websites; with the ability to publish using CMS.
- An ability to work under limited supervision – having a combination of initiative and the ability to problem solve and make sound judgements.
- Significant experience in providing communications advice in a highly political environment and on sensitive issues.
- Relevant work experience in a similar role.

Position Description – Finance Business Partner

Updated 10 July 2017

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	Finance and Procurement Services
Supervisor	Associate Director, Planning and Performance
Classification	Higher Education Officer Level 8
Employment Type	Full-time, continuing

POSITION SUMMARY
<p>Under broad direction, the Finance Business Partner provides end to end service delivery that links Finance services and operational delivery of strategy. This position is the key conduit between the College / Portfolio as the customer, and Finance Planning and Performance, as the service provider.</p> <p>The Finance Business Partner works collaboratively with Leadership to understand localised financial strategic plans behind effective College operations, and has the ability to connect these through implementation consistent with Financial Services.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p>

KEY POSITION RESPONSIBILITIES

The Finance Business Partner will be accountable for:

1. Significant input in to the development of College financial plans and appropriately advocating these to Planning and Performance leadership, ensuring consistency with overarching Planning and Performance and Finance strategy.
2. Delivering of technical aspects of the College financial plans through high quality budgeting, forecasting, modelling and performance reporting.
3. Overseeing delivery of revenue accounting and research accounting operations for the College and reporting these to Leadership groups.
4. Overseeing and mitigating financial risk across the College, ensuring set strategies are informed by financial reporting against budget allocations, and ensuring end of year processes are followed.
5. Provision of annual performance and University regulatory requirements of College financial requirements.
6. Leading College financial planning cycles through the provision of effective and client focused advisory services to its key stakeholders, supported by robust analytics, and in accordance with the University policy.
7. Delivering financial services through a continuous service improvement mindset, sharing best practices and thought leadership amongst the College leadership and Finance Business Partner cohort.
8. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Tertiary qualification in Accounting or related area together with CPA/CA qualification, or an equivalent combination of relevant experience and/or education/training.
- Extensive experience in a revenue management / research accounting / risk and compliance function.
- Proven experience working collaboratively with diverse stakeholders, with the ability to influence through advanced communication and presentation skills supporting strategic objectives.
- Demonstrated ability for high level strategy thinking, planning and analytical skills with the provision of services to complex financial matters.
- Proven ability to lead and motivate teams to provide consistent and effective services in a matrix reporting environment.
- Experience in successfully identifying and delivering improvement of service provision in the delivery of financial operational plans.
- Knowledge of and/or experience working within the Australian higher education sector would be an advantage.

Position Description – Senior Financial Accountant

Updated 10 July 2017

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	Finance and Procurement Services
Supervisor	Associate Director, Financial Accounting
Classification	Higher Education Officer Level 9
Employment Type	Full-time, continuing

POSITION SUMMARY
<p>Under broad to generally unguided direction of the Associate Director, Financial Accounting, the key purpose of this position is to contribute to the delivery of key financial accounting services to the University. This includes the preparation of the University Annual Financial Statements, regulatory reporting and general ledger account reconciliations.</p> <p>The role has oversight on all technical aspects of the University's financial reporting obligations, and is responsible for the integrity of the University's general ledger and fixed asset register and the management of external and internal financial audits.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p>

KEY POSITION RESPONSIBILITIES

The Senior Financial Accountant will be accountable for:

1. Maintaining the integrity of the University General ledger.
2. Preparing, managing and delivering the University's Annual Financial Statements.
3. Ensuring all general ledger account reconciliations are accurate and completed on a timely basis and action taken, as required, to address any areas of concern highlighted.
4. Ensuring all accruals and reconciliations are completed on timely basis to complete quarterly financial reporting.
5. Providing leadership and proactive thinking on the all technical aspects of the University's financial reporting obligations including changes in accounting standards and government reporting.
6. Management of all external and internal audits. This includes working with the Auditor General and ensuring all the University's reporting and audit obligations are completed within required timeframes.
7. Maintaining the University's fixed asset register and develop, refine, document and communicate the relevant asset management policy, procedures and systems
8. Monitoring and reporting on the financial performance of the University subsidiaries and joint ventures.
9. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Relevant tertiary accounting qualification and CPA/CA qualification or an equivalent combination of relevant experience and/or education/training.
- Extensive experience in the provision of high quality financial accounting services.
- Experience in cash flow forecasting and treasury management.
- Extensive knowledge of finance related standards and legislation.
- Demonstrated ability to achieve targets within appropriate timelines.
- Demonstrated ability to solve complex problems using judgement and initiative.
- Demonstrated high level written and oral communication and interpersonal skills.
- Demonstrated commitment to a customer service culture.
- Demonstrated high level competency with MS Excel and system / IT skills.
- An understanding of the higher education sector.

Position Description – Enterprise Architect

Updated 10 July 2017

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	Information and Digital Services
Supervisor	Associate Director, Information Security and Governance
Classification	Higher Education Officer Level 10
Employment Type	Full-time, fixed-term (2 years),

POSITION SUMMARY
<p>Under generally unguided direction, the Enterprise Architect is responsible for defining and implementing an enterprise architecture approach to the development of information management and supporting applications and technologies, directly influencing IT projects and solution options analysis.</p> <p>This role will work closely with internal key stakeholders to understand business needs and with IDS staff, solution / service providers and technology partners to implement and maintain a deep understanding of the best way to systematically improve systems and information investment outcomes to meet business objectives, through the deployment of best practice architectural methods and technologies.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.

KEY POSITION RESPONSIBILITIES

The position provides enterprise and technology architectural leadership to IDS, and guidance and advice to the broader University. Within this context, the position's key responsibilities include:

1. Develop, publish and maintain current and target state architectures.
2. Influence and provide architectural and technical direction to systems and information projects specifically.
3. Establish and drive strategic architecture governance processes and principles to ensure stakeholder endorsement of directions.
4. Engage with key stakeholders to understand University wide requirements and business direction.
5. Lead and drive definition of solution architectures on a project by project basis, consistent with overall architecture direction and gaining stakeholder / project owner support.
6. Contribute to business improvement projects (e.g. Knowledge Management) and apply architectural principles to improve solution outcomes (better integrated, simpler, more efficient delivery, maximising existing investments, etc.).
7. Evaluate new technologies and solutions that better support architected systems and information quality in consultation with key vendors and technology partners.
8. Foster technical innovation, acquisition of expertise and supporting a continuous improvement culture by scanning the environment for technical developments and responding accordingly.
9. Develop and modify guidelines, processes and systems to lead the way of best practice.
10. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- A degree in computer science, business technology or other relevant qualifications or an equivalent combination of experience and/or education and/or training.
- Expert knowledge and experience in the practical use and application of architectural methodologies and in documenting business models.
- Significant experience in working across large scale complex business and technology landscapes with an expert knowledge base in one or more systems improvement methods, process improvement, applications, information models, integration technologies, IT security and general IT infrastructure.
- Experience and knowledge in Enterprise Architecture frameworks such as TOGAF or Zachman Framework.
- An ability to drive change and exploit emerging technologies to meet the accelerating demand for innovative IT solutions to support teaching delivery and research collaboration.
- Demonstrated ability to gain trust and partner with internal and external stakeholders at all levels in a customer focussed, business orientated manner.
- Demonstrated ability to clearly articulate "current" and "desired future" state.
- Demonstrated experience and knowledge of IT portfolio planning practices.
- Significant experience in selecting and delivering solutions, partnering with external organisations and building "value add" relationships.
- Excellent influencing, negotiating, problem solving, communication and presentation skills.

Position Description – Associate Director, Procurement Services

Updated 10 July 2017

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	Finance and Procurement Services
Supervisor	Chief Financial Officer
Classification	Senior Manager
Employment Type	Full Time, fixed-term

POSITION SUMMARY
<p>The Associate Director, Procurement Services provides strategic and high-level leadership to the Procurement Services group within Finance and Procurement Services. The Associate Director, Procurement Services is primarily responsible for ensuring Procurement Services client services are cost effectively delivered to agreed service standards.</p> <p>The Associate Director, Procurement Services drives service delivery and relationship management to all faculty's and corporate services divisions of the University, is responsible for procurement and contracting policies, plans, projects and purchasing methodologies and documentation, strategic internal and appropriate vendor relationships, drive service improvement initiatives and manage financial performance. The Associate Director, Procurement Services also provides strong people leadership and proactively manage overall staff performance.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p>

KEY POSITION RESPONSIBILITIES

As a senior leader within Finance & Procurement Services, the Associate Director, Procurement Services will be accountable for:

1. Leading and directing the development and implementation of procurement and contracting policies, plans, projects, robust and service management processes required to deliver Procurement Services that meet agreed service levels, regulatory requirements and the University's business needs. Conceiving and driving continual service improvement initiatives that result in measurable service performance improvement, with efficient staffing levels.
2. Taking full responsibility for leading the Procurement Services group, including organising and managing all resources to ensure effective service delivery. Mentoring and developing the management and leadership capacity of all direct reports and proactively fostering the development of all staff. Ensuring compliance with all relevant Human Resource, Equal Opportunity and Occupational Health and Safety policies.
3. Managing the overall operational performance of all aspects of Procurement Services including taking responsibility for the development and implementation of procurement procedural and training documents and the creation of innovative business approaches, purchasing methodologies, and third-party agreements to ensure the University's collective purchasing power is combined.
4. Directing Procurement Business Partners to ensure they are effectively managing service delivery between Procurement Services and their clients, proactively driving continuous service improvement and providing high level account and relationship management to senior managers in their assigned client group. Ensuring the Business Partners are supported in advocating for their client's business needs within Financial Services including identifying opportunities for improved value and efficiency in the purchasing process and mitigating risk to ensure better utilisation of University resources.
5. Managing the provision of advisory services on key product and/or service requirements, vendor sourcing, buying standards, operational policies and procedures, merchandise selection and order follow-up and returns by supervising internal and external resources as necessary, and managing the remediation of risks and/or improvements identified through these processes.
6. Managing the group's financial performance in consultation with the Chief Financial Officer, ensuring that all aspects of the group's budget are managed effectively and in accordance with University policies.
7. Forming strategic relationships between Procurement Services and other University areas, managing relationships with senior stakeholders across the University to promote procurement functions across the University and develop a comprehensive understanding of current and emerging business needs that achieves best value goods and services procurement.
8. Managing strategic vendor relationships in accordance with University procurement policies including leading and coordinating regular meetings and resolving vendor issues.
9. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- CPA/CA qualification or equivalent is essential with a degree in commerce, accounting, procurement, information systems or related area.
- Extensive senior leadership experience in contracting and procurement including the development and management of policies, plans and projects that reduce operational costs while maintaining (or increasing) the level of services and/or goods received for a large, diverse and dynamic environment.
- Substantial experience in managing, implementing and improving contracting and procurement systems and processes in a practical and effective manner that utilises advanced knowledge of strategic procurement and financial management practices that have resulted in predictable, measurable and sustained service level improvement whilst maintaining efficient staff resource levels for a large organisation.
- A demonstrated ability to apply contemporary knowledge of contract law, concepts and trends, lead strategic and operational planning, implement and manage service management standards, processes, and systems, and control and audit service provision to meet the University's requirements.
- Significant experience in leading a team to its full potential in delivering high quality procurement services, which includes strong interpersonal and relationship management skills and demonstrated ability to develop and manage staff performance, including unsatisfactory performance.
- A high level of interpersonal influence and advanced written communication and oral presentation skills to negotiate and communicate effectively with staff and clients across a diverse organisation particularly during the design, management and implementation of business change and throughout the service lifecycle.
- Experience in successfully delivering significant improvement in service provision where change management principles and processes were effectively applied.
- High level strategic thinking, planning and analytical skills to design innovative solutions.
- A post graduate qualification in a business discipline, such as an MBA is highly desirable.
- Knowledge of and/or experience working within the Australian higher education sector would be an advantage.