

POSITION DESCRIPTION

POSITION TITLE	Executive Director Finance & Corporate Services		
FUNCTION	Corporate Services		
LOCATION	Carlton		
REPORTING MANAGER	Deputy Dean		
No OF DIRECT REPORTS	05		
Prepared By:		Date Prepared:	Sept 2020
Approved By:		Date Approved:	

SCHOOL PURPOSE & VISION

The purpose of Melbourne Business School Ltd (the School) is to unleash ideas and leaders for a sustainable future. The School's joint strategic vision with the Faculty of Business & Economics (FBE) is to be among the top-ranked providers of business education within the Asia-Pacific Region, to be the first choice of students and clients seeking award and non-award educational experiences, and to be esteemed globally as a leading supplier of academic and business research, by 2025.

POSITION PURPOSE

This role has overarching accountability for the leadership and management of the Corporate Services Group (the Group) at Melbourne Business School (MBS). This includes oversight of all financial, commercial, information technology, hotel and facilities functions.

The Executive Director Finance and Corporate Services is responsible for the development of policy, provision of strategic financial advice, ensures the financial viability of the School and the efficient and effective use of physical and IT resources in achieving the purpose and vision of the School.

As a member of the ELT, the Executive Director also contributes to the development and execution of the School's strategy and major decisions that relate to its operations.

KEY RESULT AREAS:

Strategic Vision and Leadership

- As an Executive Leadership team member, contribute to the development and implementation of the School's strategic plan and objectives involving collaboration across the School's functional divisions in addition to adopting an organisation-wide perspective
- Develop the Corporate Services Group's strategic and operational plans to achieve the MBS purpose, vision and strategy
- Within areas of remit manage competing priorities in terms of learner expectations, business and commercial requirements, and internal and external stakeholder interests, to effect mutually beneficial outcomes.

Strategic and Corporate Planning

- Work with the Dean and Deputy Dean to provide strategic financial input to the School's Strategic and corporate planning activities.
- Develop Capital investment strategies for expansion activities (investments, acquisitions, corporate alliances etc.) and underutilised assets.

Commercial and Operational Responsibilities

- Develop, manage and oversee all the various commercial supplier partnerships, contracts and agreements.
- In collaboration with key stakeholders establish and maintain the commercial frameworks to optimise revenue and profitability for the School.
- Oversight of the operations of the Corporate Services departments to ensure high performing and client centric service provision, with the appropriate resourcing, investment and continuous improvement to meet the objectives of the School. These departments are:
 - Finance
 - Information Technology
 - Hotel and Facilities

Financial Planning and Reporting

- Work with the Dean and Deputy Dean as part of the ELT to develop comprehensive budgets and forecasts and monitor financial performance.
- In conjunction with the Finance Manager, develop and manage effective systems for determining and monitoring the School's budgets and generally provide strong oversight of the School's financial planning, analysis, funding proposals and acquittals, forecasting and reporting functions, including compliance with tax and statutory reporting.
- Provide advisory support to each of the Divisions of the School to increase understanding of and to work with key business levers to maximise financial performance.
- Prepare financial business cases for major capital expenditure.
- Ensure policies, procedures and documentation relating to the financial operations are appropriately maintained and meet legislative, audit and business requirements.
- Oversee the annual external and internal audit process.
- Manage the Cash Flow of the organisation.
- Oversee the insurance policies and ensure that there is the appropriate and adequate cover.
- Maintain a system of internal controls which protect the assets of the School.
- Monitor the performance of the School's portfolio Investment Manager.

Information Systems

Oversight of:

- Development of a strategic roadmap for the School's information system requirements with consideration of current and emerging technological advancements in consultation with key stakeholders, for the identification of IS investments and subsequent IS service delivery.
- Effective strategic and operational planning and delivery of all IS solutions, including policy development, management of external vendors and/or third-party arrangements.

Hotel and Facilities Management

- Efficient management of the School's facilities, space and equipment, aligning facilities and resources with future needs.
- Optimisation of hotel and conference facilities to contribute to the School's financial performance and learner experience.

Occupational Health and Safety

This position has primary responsibility for the co-ordination of OH&S across the School on behalf of the Board of Directors, and is required to:

- Ensure the appropriate policies and procedures are in place and known within the School Community.
- Ensure systems are in place to capture, review, follow up and report on any OH&S risks, hazards and issues within the School.
- Effect the undertaking of OH&S inductions and training to ensure all parties are aware of requirements and obligations are met.
- Continuously explore initiatives to improve the safety of staff, students and guests.
- Report OH&S regularly to the governance forums within the School.

Team Leadership

- Impart the School's vision and direction, ensuring the Group's structure, roles, depth and breadth of capability are aligned to strategic and operational needs.
- Develop and lead a high performing and engaged team aligned with the School's purpose, strategy and Guiding Principles.

Organisational Integration and Collaboration

- Promote close alignment and connection between the Group and all other functional areas of the School to deliver efficiencies and solutions that meet client/stakeholder needs, commercial arrangements and financial performance indicators.
- Foster cross-functional trusted relationships and work collaboratively across all areas of the School to ensure greater alignment of activities.
- Foster key stakeholder relationships with University of Melbourne counterparts and stakeholders, including the participation on relevant Committees, to meet School objectives.

SELECTION CRITERIA

Qualifications

- Chartered Accountant or CPA status
- Relevant tertiary qualifications

Experience

- Previous executive and/or senior leadership experience with accountability for the Finance and Corporate services functions of small to medium sized organisations; experience within an academic or educational environment is advantageous.
- Strategic and financial planning, and policy development including a demonstrated capacity to develop, implement and evaluate management strategies and initiatives that progress the achievement of organisational goals and deliver complex programs and services.
- Comprehensive knowledge of current business management issues, concepts and tools; with the knowledge and experience to provide high level advice to the Dean and Deputy Dean in relation to business planning, risk management, compliance, financial planning and budgeting.
- Experience in contributing to the leadership and implementation of significant organisational change to effect business performance.
- Leadership and development of high performing, diverse teams and/or a diverse group of employees.
- Experience working with and delivering financial and other reporting to company boards.

Skills/Competencies

- Ability to think strategically, taking a whole of School approach, to successfully implement strategic and operational plans that meet business objectives and organisational priorities, whilst navigating complex corporate and/or stakeholder environments.
- Highly motivated with an achievement orientation, accompanied by process-orientation and forward-thinking mindset.
- An ability to adapt to new situations, quickly assimilate new concepts and information, develop and implement innovative solutions to complex strategic and operational issues.
- Track record of anticipating and taking initiative with the tenacity to address organisational issues, effect the required plans and changes to support the School's vision and objectives.
- Commitment to and embodies the School's Guiding Principles, taking an organisation-wide view.
- Excellent verbal, written and interpersonal skills.
- Demonstrated ability to collaborate, consult and influence or negotiate with a broad range of internal and external peers and stakeholders to build strong working relationships and mutually beneficial solutions.
- Demonstrated ability to build a collegial culture that unites individuals and teams, with the skill and capacity to provide coaching and mentoring.
- Clear evidence of integrity, intellect, presence and good judgment.
- Ability to make and sustain difficult decisions.
- High attention to detail and strong problem-solving skills.
- Ability to work as an effective, proactive member of multiple teams.
- Strong commercial orientation with evidence of balancing organisational and individual needs and priorities.
- Demonstrated ability to multi-task, prioritise and thrive in a high-volume environment.
- Professionally manage sensitive information and issues in a confidential manner.

MBS GUIDING PRINCIPLES

MBS is a values-based organisation, which means that we understand that the way we go about things, our behaviours, attitudes and actions make a big difference to what we achieve. Our guiding principles are as follows.

- 1. Promote Diversity**
'We embrace our diversity to promote opportunities for growth, learning and innovation'
- 2. Be Respectful**
'We are open to other opinions and emotions, treat each other with respect and care for everyone in our community'
- 3. Work Collaboratively**
'We foster trust, build strong relationships and work together to achieve the best outcomes'
- 4. Encourage Experimentation**
'We act with courage, recognising it's okay to speak out and take risks to innovate and grow'
- 5. Act with Integrity**
'Be honest, transparent, trustworthy and fair'
- 6. Be Accountable**
'Take responsibility for your decisions and interactions'
- 7. Strive for Excellence**
'We strive for excellence in all our actions and interactions'