

POSITION DESCRIPTION



Senior Lead, Strategy and Planning



POSITION DETAILS

Position Title	Senior Lead, Strategy and Planning
Classification	Senior 4
Position Number	TBC
School/Office	Office of the Vice-Chancellor
Division	Office of the Vice-Chancellor

POSITION PURPOSE

The Senior Lead, Strategy and Planning is responsible for shaping, stewarding, and embedding the University's institutional strategy and long-term strategic direction.

Operating as a trusted advisor to the Office of the Vice Chancellor and University Executive, the role provides authoritative strategic leadership on the University's positioning, priorities, and choices in a complex, competitive, and rapidly evolving higher education environment. The position ensures that institutional strategy is coherent, future-focused, evidence based and clearly translated into integrated plans that drive decision making, investment, and performance across the University.

The role exercises significant autonomy, influence, and judgement; leads performance and planning; and plays a central role in aligning ambition and ensuring accountability.

KEY ACCOUNTABILITIES

1. Institutional Strategy Leadership

- Lead the development, articulation, and ongoing stewardship of the University's strategy, including long term vision, strategic priorities, and success measures.
- Act as an internal authority on strategy, providing clear strategic framing, options, and advice to the Vice Chancellor and executive team.
- Ensure the institutional strategy remains forward looking and responsive to external drivers, including government policy, funding settings, regulation, technology disruption, and sector competition.

2. Strategic Foresight, Analysis and Positioning

- Lead horizon scanning, scenario planning, and strategic intelligence to inform executive thinking

and long-term decision making.

- Provide sophisticated strategic analysis on the University's competitive positioning, portfolio choices, partnerships, and growth opportunities.
- Translate complex internal and external intelligence into clear strategic narratives that support timely and confident executive decisions.

3. Operational Planning

- Lead the design and coordination of the University's integrated planning framework, including strategic plans, operational plans, and divisional planning processes.
- Ensure alignment between institutional priorities, divisional plans, and enabling strategies.
- Support planning cycles, governance processes, and quality assurance for planning artefacts.

4. Performance, Reporting and Insights

- Oversee the development and monitoring of strategic performance measures and KPIs.
- Analyse institutional performance and provide clear, evidence-based insights to the executive .
- Support continuous improvement by identifying risks, opportunities, and emerging issues.
- Lead the preparation of executive level strategy papers, options analyses, and recommendations for committees, and senior decision-making bodies.
- Ensure strategic and performance matters are supported by robust governance, clear accountabilities, and fit for purpose reporting.

5. Strategy Translation, Performance and Impact

- Oversee the translation of strategy into clear outcomes, performance measures, and monitoring frameworks.
- Provide executive insight on institutional performance, strategic risks, and emerging issues, with a focus on impact rather than activity.
- Drive a culture of evidence-based performance accountability.

QUALIFICATIONS, EXPERIENCE AND SKILLS

Essential

- Tertiary qualifications in a relevant discipline or equivalent extensive experience.
- Demonstrated success leading institutional or enterprise-level strategy in a large, complex organisation.
- Exceptional conceptual, analytical, and systems-thinking capability, with the ability to frame complex issues and options at an enterprise level.
- Highly developed written and verbal communication skills, including the preparation of high-impact executive and governance-level materials.
- Demonstrated capacity to lead with authority, influence without formal power, and exercise sound judgement in ambiguous environments.
- Experience in setting and monitoring performance metrics in higher education or similar sector.

Desirable

- Experience in the Australian higher education, public, or similarly regulated sector.
- Experience leading through periods of transformation, reform, or significant external change.

KEY RELATIONSHIPS

- **This position reports to:** Chief of Staff
- **This position supervises:** The role currently supervises a Performance Reporting Analyst and will supervise other planning and strategy staff as required
- **Key internal relationships:**

- Vice-Chancellor and Senior Executive Team
- Office of the Vice Chancellor
- University Board of Trustees and senior governance committees
- Deputy Vice-Chancellors, Executive Deans, Deans and Directors
- Finance, change, policy, data and business intelligence, and portfolio management functional leads
- **Key external relationships:**
 - Government and sector bodies
 - Strategic partners and peak organisations
 - External advisors as required

CHALLENGES

- Navigating complex, competing and emerging strategic priorities across academic, operational, and governance domains at an enterprise scale.
- Providing clear, confident strategic advice in conditions of uncertainty, external volatility, and long-term risk.
- Influencing outcomes across a highly complex organisation without direct authority.
- Balancing long-term strategic ambition with financial, regulatory, and operational constraints.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by:

Date: