

<b>POSITION TITLE</b>	<b>Program Planner (Band 2)</b>
<b>POSITION TERM</b>	<b>Ongoing</b>
<b>FUNCTION / DEPARTMENT</b>	<b>Organisational Performance - Operations</b>
<b>REPORTING MANAGER</b>	<b>Director, Organisational Performance</b>
<b>No. DIRECT REPORTS</b>	<b>0</b>
<b>LOCATION</b>	<b>Melbourne</b>
<b>APPROVED BY</b>	<b>Dean &amp; CEO</b>
<b>APPROVAL DATE</b>	<b>19 November 2024</b>

## ABOUT ANZSOG

The Australia and New Zealand School of Government (ANZSOG) was established by governments and a group of universities to serve governments and public services in Australia and Aotearoa New Zealand. Its members are the national governments of Australia and Aotearoa New Zealand, all Australian States and Territories, and leading Australian and Aotearoa New Zealand universities.

The School delivers education programs, accredited and non-accredited (customised and open-to market professional learning), research and a range of related services to build capability in and support effective ethical public governance, administration and public policy. It brings together academic and practitioner experts from across our member governments and around the world to cater to current government and public sector learning and development needs and anticipate and address future government and public sector challenges.

## ABOUT THE POSITION

The Program Planner plays a key role in supporting the planning of ANZSOG's programs. Reporting to the Business Intelligence and Performance Manager, the role works across the organisation to develop and maintain program budgets that align with delivery plans and organisational objectives.

Working closely with program managers, business units and senior stakeholders, the Program Planner ensures that financial planning is grounded in a clear understanding of program design, delivery models, and operational requirements.

The role involves active engagement with teams across the program lifecycle — from early planning through to delivery and review to ensure financial plans remain accurate, responsive and aligned with delivery realities. The Program Planner also supports regular forecasting and reporting, identifying any variances and working collaboratively to understand and address them.

## KEY FUNCTIONAL RESPONSIBILITIES AND ACCOUNTABILITIES

- Collaborate with program managers and internal teams to develop realistic, delivery-aligned budgets for new and existing programs.
- Provide clear, tailored guidance to support effective program planning, phasing to inform operational budget execution.
- Maintain and update forward-looking forecast models, ensuring they reflect delivery progress, changes in scope, and organisational priorities.
- Partner with stakeholders to ensure financial planning is integrated into broader program development, with a shared understanding of practical timelines, delivery modes, and cost drivers.
- Monitor program costs and revenue expectations over time, providing regular variance reporting, phasing updates, and course corrections where needed.
- Contribute to planning conversations with insights on delivery feasibility, resourcing impacts, and operational constraints.
- Support the ongoing improvement of ANZSOG's planning frameworks, systems and tools to better align finance and delivery planning across the organisation.
- Ensure planning inputs provided to the Finance team are accurate, timely, and reflect current program and operational realities.
- Help build capability across the organisation in financial literacy and program planning through guidance, templates, and collaborative processes.
- Contribute to post-program reviews by analysing delivery outcomes against original plans, supporting continuous improvement in planning accuracy and program design.
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## MANAGEMENT

This role has no staff management responsibilities.

## ABOUT YOU

You're a big-picture thinker with a strong grasp of program delivery and financial planning. You enjoy helping organisations plan strategically, optimise their use of resources, and understand the economic levers that shape performance. You're comfortable working across teams, distilling complex data into meaningful insights, and influencing decisions at all levels. Detail-oriented but forward-thinking, you bring structure to planning while staying flexible in a changing environment.

## QUALIFICATIONS / EXPERIENCE

- Minimum of five years' experience in program or operational planning with a strong understanding of how budgeting, delivery models, and resource planning interact
- Tertiary qualifications in a relevant field such as business, public administration, finance, economics, or a related discipline are desirable but not essential.
- Demonstrate sound financial literacy with the ability to build, review, interpret, and practically apply budgets, forecasts, and financial reports to inform and enhance program planning and delivery outcomes.
- Strong communication skills, with the ability to convey planning insights and financial information in a clear, practical, and engaging manner.

## **SKILLS / COMPETENCIES**

- Strong planning and analytical skills, with the ability to align financial and program delivery considerations in a program context
- Skilled at using data and forecasting tools to model future scenarios and support practical decision-making
- Collaborative and stakeholder-oriented, with a demonstrated ability to build trusted relationships across teams
- Confident and clear communicator, able to present financial and planning insights in a way that is meaningful to non-finance stakeholders
- Experienced in building and maintaining program-level budgets and resourcing models that adapt to changing delivery needs
- Detail-oriented and organised, with a proactive approach to managing timelines, dependencies, and planning cycles
- Comfortable working in complex or evolving environments, with a flexible mindset and a focus on continuous improvement
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## **ANZSOG VALUES**

ANZSOG is a values-based organisation which means that we understand that the ways in which we work make a big difference in what we achieve. Our values are Excellence, Collaboration, Integrity and Respect, and we aim to ensure that they infuse our behaviours and attitudes as members of the ANZSOG community.