THE UNIVERSITY OF MELBOURNE

Strategy, Planning & Finance
Faculty of VCA & MCM

Data and Reporting Officer

POSITION NO	0044038
CLASSIFICATION	PSC 6
SALARY	$79,910 - $86,499 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1 FTE)
BASIS OF EMPLOYMENT	Fixed term for 3 years
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers, under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Lisa Cornish Tel +61 3 9035 9434 lisa.cornish@unimelb.edu.au *Please do not send your application to this contact*

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about.unimelb.edu.au/careers

Date Created: 30/08/2017   **Next Review Due:** 30/08/2019

Position Summary

The Data and Reporting Officer is a member of the Strategy, Planning and Finance (SPF) unit of the Faculty of the Victorian College of the Arts and Melbourne Conservatorium of Music (VCA and MCM), reporting to the Strategic Initiatives Manager.

The VCA and MCM SPF team is responsible for providing professional services across a broad portfolio, including strategic and business planning, budgetary and financial management, business analytics, reporting, business administration, scholarships administration, divisional executive support services and project management.

The Data and Reporting Officer is responsible for supporting and informing Faculty operations, projects and strategic initiatives, primarily through the collection, organisation and reporting of relevant and available data. This role will support the development of a reporting framework, with a view to transition to an automated process.

With a focus on holistic data management and reporting, this involves the collection and manipulation of data from multiple sources, integration of non-complementary data sets and the visualisation of data into meaningful reporting packages. These reporting packages will be delivered to appropriate Faculty officers, committees or project managers, who will be responsible for undertaking relevant analysis and decision making. The Data and Reporting Officer will work in partnership with Faculty officers/committees to ensure the provision of appropriate data that will assist informed decision making.

The Data and Reporting Officer will also provide general administrative support for designated Faculty projects and strategic initiatives.

1.   *Selection Criteria*

1.1 ESSENTIAL

- A tertiary qualification in a relevant discipline with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in gathering, managing, manipulating and visualising data using tools including Excel, Microsoft BI and database platforms, and experience in data extraction from enterprise data sources and reporting platforms
- Excellent interpersonal and communication skills, including demonstrated experience in communicating data (oral and written) to a diverse range of stakeholders
- Commitment to quality client service, focussing on providing accurate and timely information to a diverse client base
- Well-developed skills in time management, attention to detail and prioritisation, including the ability to work independently and to manage competing responsibilities.

1.2 DESIRABLE

- Demonstrated competence in modelling and reporting data as it relates to students, research, workforce and finance within a higher education context or similar industry
- Experience using University of Melbourne enterprise systems including finance, HR business intelligence, research, CRM and student systems.
- Knowledge of core Faculty business, University strategy and the tertiary and arts sectors.
- Experience/capability to interact, understand and operate in a creative arts context

2. Special Requirements

▸ Annual leave must be taken at a time which accommodates the peak workflows of the area. Annual leave entitlements should be taken each year at times mutually agreed by a staff member and their supervisor

▸ While the primary location for this position is at the Faculty's Southbank Campus, it provides services to the whole faculty which operates across both the Southbank and Parkville campuses, with some mobility between the campuses required.

3. Key Responsibilities

▸ Coordinate the SPF reporting framework, involving the cyclic production of data and reporting to a diverse range of Faculty stakeholders, on an agreed schedule. Reports within the framework may include, but not be limited to:

  o Reporting against strategic KPI's

  o Dashboard performance reporting

  o Student load reporting

  o Finance reporting: cost centre operational, research projects, trusts, salary expenditure

  o Academic quality assurance reporting

  o End of Year performance reporting

▸ Undertake and deliver ad-hoc data collection and reporting, as directed by the position supervisor. Ad-hoc activity may include, but not be limited to:

  o Requests from the Faculty Leadership Group (Dean, Directors, Faculty Executive Director) and Faculty Executive (including Associate Deans).

  o Requests from Committee Chairs, Associate Directors and professional managers

  o Requests related to strategic initiatives projects and continuous improvement projects

▸ Manipulate data to provide appropriate reporting visualisations for target audience, to facilitate greater understanding and insight and inform analytics and decision making.

▸ Support the annual business planning cycle, via data review and input into relevant costing, forecasting, modelling and budget systems.

▸ Maintain and make routine changes to local systems that support the business planning cycle, including but not limited to, curriculum costing models, load models, local data repository, account code calculator, HR costing model, OBIEE catalogue and Casual Workforce Planning database.

▸ Support the SPF management team in the development of business cases, through collection and provision of relevant data.

▸ Support the SPF management team in risk assessment and management processes, through collection and provision of relevant data and content management of risk assessments and treatments in the Enterprise Risk Management System.

▸ Provide project administration support, as directed by the position supervisor, for designated Faculty projects and strategic initiatives.

4. *Job Complexity, Skills, Knowledge*

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Data and Reporting Officer reports to and operates under the general direction of the Strategic Initiatives Manager, who will also oversee workload allocation and prioritisation. General direction may also be provided by the broader SPF management team, dependant on the nature of the activity being undertaken.

The Data and Reporting Officer is expected to work with a moderate level of independence in the delivery of agreed services and projects, referring to their supervisor where activity or work requests fall outside the established scope of services.

The Data and Reporting Officer is expected and empowered to work proactively and independently in the application of continuous improvement methodology and opportunity.

4.2 PROBLEM SOLVING AND JUDGEMENT

The Data and Reporting Officer will work independently to resolve day to day problems and will apply judgement to their work based on defined policy, procedure and guidelines. Issues will be referred to their supervisor or other relevant manager in the absence of established policies, procedure or guidelines, or for issues that require significant intervention.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Data and Reporting Officer will require a detailed knowledge the Faculty, of University and Faculty strategic and operational priorities, organisational performance KPIs and relevant policies, procedures, guidelines and systems. Knowledge of key stakeholders and business partners is required, with appropriate relationships established and maintained.

4.4 RESOURCE MANAGEMENT

The position does not hold any direct resource management accountability, though the data and reporting provided by the position may be used by managers to inform their resource management decisions. The Data and Reporting Officer will require a strong awareness of how the information they provide may influence resourcing decisions.

4.5 BREADTH OF THE POSITION

The position covers data, reporting and projects relevant to the wide ranging portfolio of the SPF team. Delivery of tasks will regularly involve liaison with Faculty (SPF, academics and other professional staff) and University stakeholders (Business Intelligence and Reporting, University Services).

5. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous deserve to service for excellence and reach the targets of Growing Esteem.

6.   Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

http://safety.unimelb.edu.au/topics/responsibilities/

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

7.   Other Information

7.1 STRATEGY, PLANNING AND FINANCE

The Strategy, Planning and Finance unit provides strategy and planning, financial, business management and administration, trusts and scholarships administration, business intelligence and reporting, project management and executive support services to the Faculty.

Strategy and Planning services include development, coordination and operationalising of Faculty strategic plans as well as support for cross-functional planning, projects and operations.

Financial services include budgeting, financial management and reporting, forecasting, financial planning and risk management.

Business management and administration services include workforce planning and contract administration, support and advice for business transactions and business project management,

Trusts and scholarships administration services include management of application and award of scholarships and awards, planning and budgeting of trust expenditure and compliance audit and reporting.

Business Intelligence services include holistic analysis and reporting to inform Faculty decision making, consultancy and business improvement project support.

Executive support services include direct executive assistance to Directors of VCA and MCM, executive reporting, project support and consultancy.

7.2 FACULTY OF VCA AND MCM

Further information on the Faculty of VCA and MCM can be found at

http://vca-mcm.unimelb.edu.au

7.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers.

7.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. http://about.unimelb.edu.au/strategy-and-leadership

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. http://research.unimelb.edu.au/our-research/research-at-melbourne

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

- Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

- Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

7.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at http://www.unimelb.edu.au/governance