# Faculty of Medicine, Dentistry and Health Sciences

## Data Analyst – Planning & Performance

**POSITION NO** 0037999

**CLASSIFICATION** UOM 6

**SALARY** $92,749- $100,397 per annum

**SUPERANNUATION** Employer contribution of 17%

**WORKING HOURS** Full-time

**BASIS OF EMPLOYMENT** Continuing

**OTHER BENEFITS** [http://about.unimelb.edu.au/careers/working/benefits](http://about.unimelb.edu.au/careers/working/benefits)

**HOW TO APPLY** Online applications are preferred. Go to [http://about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers), select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.

**CONTACT FOR ENQUIRIES ONLY**

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*Please do not send your application to this contact*

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For information about working for the University of Melbourne, visit our website: [about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)
Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank, and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff, and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Data Analyst is a key member of the Planning and Performance team. The role contributes proactively to the faculty’s strategy and planning process and has responsibility for providing support services to team and various faculty stakeholders in areas of strategic and operational importance.

The Data Analyst is expected to undertake a supportive role for core projects across the Faculty, including environmental scans, briefings for senior executives, performance reports, discovery projects and opportunity evaluations. It is expected that the incumbent will be proactive in applying their understanding and skills on continuous improvement initiatives to support delivery of coherent and transformative benefits to the faculty in the short to medium term. The type and scope of the activities will vary over time.

This role includes regular reporting against the Performance and Impact Framework, monitoring and evaluating performance against improvement plans and recommendations arising from the strategic planning and quality review process. This role requires an understanding of the drivers, including risks, underpinning performance in higher education both nationally and internationally.

Problem solving is a core element of this role, and it requires an understanding of the factors underpinning performance including student profile, workforce, research, finance, teaching and learning, engagement, and space data.

The Data Analyst will work collaboratively across the faculty, and report to the Manager, Planning and Performance. To be effective in this role, strong skills in communication, collaboration, discretion, and flexibility will be critical, in addition to project management, analytic and critical thinking, stakeholder engagement and critical thinking skills in a responsive and dynamic team environment.
1. **Key Responsibilities**

- **Planning**
  - Analyse and assess key faculty operational data, including the establishment and maintenance of school and faculty dashboards to support load planning, workforce planning, and operational performance.
  - Build and maintain future forecast planning models using available resources and assumptions.
  - Undertake ad hoc data analysis to inform planning activities of the broader Planning and Performance team.

- **Performance**
  - Provide data and basic analyses to support performance framework and business planning using analytical and data visualisation tools.
  - Collaborate across the faculty to collect and maintain accurate performance data to support performance reporting, including impact narratives.
  - Collect, maintain, and analyse data to support the MDHS Academic Enhancement Project
  - Maintain a data repository of key metrics that may be called upon for presentations by executive staff to internal and external stakeholders.
  - Collaborate with teams and individuals within MDHS, Shared Services & Chancellery to develop reporting on MDHS impact.

- **Strategic Analysis**
  - Undertake analysis to support faculty and university initiatives.
  - Perform desktop research or other analyses to provide input into problem definition, business cases and initiative design on larger projects and present the analyses in form of MS-PowerPoint presentations.
  - Draft report, business cases or recommendations based on research and analysis undertaken for projects for consideration by relevant Faculty leaders and committees as required.
  - Identify information sources and bring together data that may contribute to the development of Faculty policy and decision making.

- **Other**
  - Maintain, and deliver Planning and Performance Team’s established reporting dashboard to a wide range of MDHS stakeholders to support their day-to-day operations and strategic planning.
  - Undertake other duties as required or assigned which are reasonably with the scope of the duties in this position description.
  - Work collaboratively and constructively within and across functional areas in the Faculty to ensure broader divisional goals and objectives are being met.
  - Support a healthy and safe workplace by taking reasonable care for your own health and safety and that of others. This includes compliance with reasonable instructions, policies and procedures of the University of Melbourne and includes the responsibility to keep all training up to date.
2. Selection Criteria

21 ESSENTIAL

Education/Qualifications
- The appointee will have tertiary qualifications in a relevant discipline and/or an equivalent mix of education and significant relevant experience.

Knowledge and skills:
- A demonstrated competency in data analysis, data visualisation, business intelligence tools and Excel with well-developed analytical skills and an understanding of and ability to interpret data as it relates to finance, budgets, students, research, and staff.
- Well-developed interpersonal and written communication skills and ability to formulate analysis using a variety of modes including Word, Excel, and PowerPoint to inform senior decision makers and relevant committees.
- Proven ability to work both independently and as part of a team collaborating with colleagues to achieve organisational goals.
- Demonstrated experience in the development of benchmarking analysis and the ability to report on a performance framework through the analysis of key performance indicators.

22 DESIRABLE

- Understanding of the higher education environment and competency in analysing institutional performance against external information to build competitive insight.

22 OTHER JOB RELATED INFORMATION

- Flexible work arrangements are available.

3. Job Complexity, Skills, Knowledge

32 LEVEL OF SUPERVISION / INDEPENDENCE

Under broad direction from the Manager, Planning and Performance, Data Analyst is expected to work with a high level of initiative, be self-motivated, and plan and prioritise workloads to meet or exceed deadlines.

33 PROBLEM SOLVING AND JUDGEMENT

The Data Analyst is required to possess advanced strategic, conceptual, analytical, and problem-solving skills. They will be required to undertake a variety of tasks ranging in scale and complexity. The incumbent is required to demonstrate sound independent judgement on issues of significance, discretion, and management of sensitive and confidential issues.

The position demands that the incumbent demonstrate well-reasoned judgement, sound common-sense and understanding of the changing environment of the tertiary sector and be able to respond effectively to changing internal and external
procedures and requirements. The position also requires strong skills in communication, presentation and working collaboratively to initiate, support and maintain team initiatives.

34 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Data Analyst is expected to have broad current knowledge of accessibility and inclusion, actively participate in key networks to maintain an up-to-date awareness of research and activities. The incumbent is expected to develop a broad knowledge of University policies and procedures particularly as they relate to diversity and inclusion issues.

35 RESOURCE MANAGEMENT

This position will not have direct budget management but is responsible for providing advice and analysis which impacts resource decisions.

36 BREADTH OF THE POSITION

The successful Data Analyst will be centred on the ability to identify potential issues and insights, to act upon them and to liaise with others along the way. The ideal incumbent will invariably be an effective problem solver, determined individual with a methodical approach and strong desire to make a difference. They will also need to be a good communicator, especially when discussing issues with senior management.

Individual will be skilled researchers and will understand the concept of data modelling, descriptive analysis, diagnostic, predictive and prescriptive analytics. They will also pose a strong awareness of business management and an understanding of the latest trends in the way tertiary education and health workforces operate.

4. 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 Advancing Melbourne strategy that addresses 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 desire to strive for excellence and reach the targets of Advancing Melbourne.

5. **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:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

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

6. **Other Information**

62 **FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES**

https://mdhs.unimelb.edu.au


The Faculty of Medicine, Dentistry and Health Sciences is an extremely diverse faculty comprised of six schools, and a number of departments and centres. Our Faculty is renowned for global leadership in health research, policy, and practice. We recognise partnerships and collaborations are an integral facet of our development and a major strength of the Faculty is our ability to work collaboratively with our partners to benefit the community.

Our leadership team provides strategic direction for research, teaching, training, and governance across the Faculty.

We work to improve the health and wellbeing of the communities we serve. We invest in developing the careers and wellbeing of our students and staff, fostering a culture that supports us all to do our best work. We are guided by our values in our pursuit of excellence.

63 **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
64  ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes: place, community, education, discovery and global.

65  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 https://about.unimelb.edu.au/strategy/governance