## POSITION DESCRIPTION

Operational Performance Group  
Chief Operating Officer Portfolio

### Data Analyst

<table>
<thead>
<tr>
<th>POSITION NUMBER</th>
<th>0059722</th>
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<tbody>
<tr>
<td>PROFESSIONAL CLASSIFICATION</td>
<td>UOM 7 - $102,338 - $110,780 per annum (pro rata for part-time)</td>
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<tr>
<td>STANDARD/SALARY</td>
<td></td>
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<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 17%</td>
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<tr>
<td>WORKING HOURS</td>
<td>Full Time (1 FTE)</td>
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<tr>
<td>BASIS OF EMPLOYMENT</td>
<td>Fixed term available for 6 months</td>
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### HOW TO APPLY
Go to [http://about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers), under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.

### CONTACT FOR ENQUIRIES ONLY
Christian Biggs  
christian.biggs@unimelb.edu.au

*Please do not send your application to this contact*
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.

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 recognized 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 of Melbourne employs people of outstanding caliber and offers a unique environment where staff are valued and rewarded.

Find out more about the University’s strategy, ‘Advancing Melbourne’, at https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO
The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation’s evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University’s budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of six sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a
program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Finance
- Legal and Risk
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

OPERATIONAL PERFORMANCE GROUP

The Operational Performance Group delivers functions that facilitate the design, evaluation, and improvement of services across the University, and business partnering services to Chancellery.

UNIVERSITY DECISION SUPPORT (UDS)

The University Decision Support function provides the University with a high-quality data asset and reporting and analytical services to support the corporate function, assist students to successfully obtain an education, and to facilitate the effective delivery of University based research.

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 victimization. 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 victimization. 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 behavior. All staff are required to comply with all University policies.

The University values diversity because we recognize 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 recognized as vital in our continuous desire to strive for excellence.

ABOUT THE ROLE

Position Purpose:
The Data Analyst will lead and execute activities aimed at delivering data analysis and enhanced decision-making for University faculties and functions. This important role will require you to understand stakeholder requirements and execute on those requirements autonomously. With your own portfolio of stakeholders, you will have the opportunity to build strong relationships, prioritise the work to meet stakeholder requirements and become a trusted advisor to university stakeholders.

Reporting line: Director, Data Analytics and Transformation
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: 0

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/.
Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:
- Engage and consult with stakeholders to understand their requirements, develop data extracts, visualisations, data sets and insights (where required).
- Develop professional relationships with stakeholders
- Confirm priorities with stakeholders where competing demand exists
- Define and manage scope, and form accurate work effort estimates
- Ensure full and accurate documentation of functional requirements and workings.
- With limited guidance, define a problem, develop a hypothesis and structure an approach to the work task
- Use tools to extract data from a relational databases, assess basic data quality and apply transformations on data so it is suitable for analysis.
- Analyse data and synthesise insights and provide reliable recommendations
- Provide commentary on data trends and insights
- Investigate simple data sets using visual analysis tools and techniques and create effective
visualisations

- Interact constructively and collaboratively with diverse team members to support the achievement of common goals
- Understand existing reporting and data available to stakeholders and guide them to the use of these
- Identify opportunities to uplift stakeholder capability in using data for decision making
- Identify common work requests from stakeholders and communicate opportunities for scalable solutions to the manager
- Model the required values and behaviours relating to university citizenship, innovation and continuous improvement, and exceptional client service.

Selection Criteria:
Education/Qualifications

1. The appointee will have appropriate education and relevant experience to perform the role as described.

Knowledge and skills:
2. Experience in partnering with senior key stakeholders to deliver valuable information and insights.
3. Experience in gathering and documenting user requirements and knowledge of good data practices
4. Experience in the use of AWS, SQL, Python (optional), Excel and Powerpoint
5. Excellent levels of interest in understanding stakeholder’s roles and exploring opportunities to assist in their role success
6. Excellent presentation, analytical, verbal and written skills

Other job related information:
The team operates in a hybrid working environment.