Business Reporting Analyst

POSITION NUMBER
0051799

PROFESSIONAL CLASSIFICATION
UOM 7 - $96,002 - $103,921 per annum (pro rata for part-time)

STANDARD/SALARY

SUPERANNUATION
Employer contribution of 17%

WORKING HOURS
Full Time (1 FTE)

BASIS OF EMPLOYMENT
Continuing

HOW TO APPLY
Go to 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
Sandra Piatkov
s.piatkov@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers
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 of Melbourne employs people of outstanding calibre 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 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.

ABOUT THE ROLE

Position Purpose:

The Business Reporting Analyst is in the Corporate and Student Reporting team within University Decision Support (UDS) and is a key conduit to its customer base. The Business Reporting Analyst will facilitate the success of data consumers and users from within the University Faculty environment by connecting them with the UDS Steam’s services and allowing them to understand and exploit the capabilities of the data asset. The role will promote good Data Governance Practices across the Data Governance Network.

Reporting line: Reporting Engagement Manager
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: n/a
**Key Dimensions and Responsibilities:**

Task level: Moderate  
Organisational knowledge: Moderate  
Judgement: Moderate  
Operational context: n/a  
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/](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:**

- Partner with data consumers within the academic divisions to understand their role and suggest ways in which the data asset could be used to assist in the success of the role whilst promoting good data governance practices  
- Act as a ‘Data Steward Co-Ordinator’ who assists the Custodian and Stewards respond to queries that require decisions from multiple data sub-domains  
- Work with customers to develop and document requirements for further development of the data asset and assist the development cycle by acting as a point of reference for the technical team  
- Undertake demonstrations of the data asset’s capability, promoting adoption and use amongst end data consumers in academic divisions  
- Conduct training and governance advocacy sessions with end data consumers in academic divisions  
- Assist in triaging user issues to understand root causes and improve reporting outcomes  
- Create or help a customer to create reporting and analytical outcomes, and  
- Act as the voice of the customer into UDS development projects and planning exercises.

**Selection Criteria:**

**Education/Qualifications**

1. The appointee will have a bachelor’s degree in Information Technology, Business or an equivalent combination of relevant experience and education/training.

**Knowledge and skills:**

2. Demonstrate Business Services values by acting in the best interest of your employer; displaying service excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively, connecting with people and building relationships in your workplace.
3. Experience in gathering and documenting user requirements and knowledge of good data governance practices
4. Experience in the use of data warehouse and business intelligence tools
5. Ability to act as a voice of customer into technical development activities
6. High levels of interest in understanding customer’s roles and exploring opportunities to assist in their role success
7. Superior presentation, analytical, verbal and written skills