STRATEGIC INFORMATION ANALYST

DEPARTMENT/UNIT: Education Impact

FACULTY/DIVISION: Office of the Deputy Vice-Chancellor and Senior Vice-President (Education)

CLASSIFICATION: HEW Level 8

DESIGNATED CAMPUS OR LOCATION: Clayton campus

ORGANISATIONAL CONTEXT

At Monash, work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you’re part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the challenges of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and diversity. When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an inclusive workplace culture for our staff regardless of ethnicity or cultural background. We have also worked to improve gender equality for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – #ChangeIt with us.

The Deputy Vice-Chancellor (Education) and Senior Vice-President leads Monash University’s integrated approach to education, framed by the Monash Impact 2030 Strategic Plan, www.monash.edu/about/strategic-direction/strategic-plan and partners with Faculties and divisions to shape and deliver the University’s education agenda. The portfolio is responsible for: Indigenous education and strategy, learning and teaching, social inclusion, strategic course development, student academic experience, academic course governance, education policy and quality.
POSITION PURPOSE

The Strategic Information Analyst provides data-driven advice, guidance, and a range of complex analytical services to support the continual improvement of education delivery at Monash. Working with stakeholders, the position undertakes comprehensive research, benchmarking, qualitative and quantitative data analysis, modelling, data visualisation, evaluation, forecasting and report writing to support the strategic plans and success of the Deputy Vice Chancellor (Education).

The Strategic Information Analyst is also responsible for identifying, developing and implementing new analytical processes, methodologies and frameworks to meet client needs and enhance the operations of the Education Impact team.

Reporting Line: The position reports to the Director, Education Analysis, and works with a high degree of autonomy under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide strategic support and advice to senior management, planning and working groups in relation to key strategic projects
2. Manage and co-ordinate a range of business strategy and analytical services to inform business decision-making, monitor performance, support business improvement, planning and new initiatives
3. Partner with senior leaders to deliver and analyse results and provide strategic, expert advice, insight and guidance on strategies, initiatives and decisions
4. Co-ordinate and oversee a work environment of continuous review and improvement of business practices and tools, operational processes and service provision
5. Undertake research, consultation, reviews, modelling, forecasting, business case development, quantitative and qualitative analysis, evaluation and benchmarking to provide advice and support to business decision-making
6. Develop specialised reports, correspondence, recommendations, presentations and advice on highly complex issues for a variety of audiences, including senior management
7. Implement and deliver significant strategic research and data projects, develop and implement frameworks, methodologies, standards and reporting processes including those relating to compliance and quality assurance
8. Develop and maintain strong partnerships and networks with other relevant business units, functional areas, internal and external stakeholders, including contributing to collaborative projects and cross-functional initiatives
9. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
extensive relevant experience in the areas of social research, data analysis or similar; or an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Substantial analysis experience including contributing to strategic developments or initiatives in the provision of research, qualitative and quantitative data analysis

3. High level knowledge of quantitative and qualitative research design and statistical analysis techniques; expertise in research, correlation and regression analysis, along with experience in the development and application of analytical business tools, including data visualisation

4. Excellent relationship management and consulting skills including the ability to engage with, influence and negotiate with a variety of stakeholders

5. Highly-developed analytical and conceptual skills including demonstrated ability to conceptualise, develop and translate business issues into creative, workable solutions

6. A solution-oriented, positive outlook, with demonstrated skills in teamwork and collaboration

7. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines

8. Advanced computer literacy, particularly with statistical software packages and other data handling tools, including data visualisation applications

9. Demonstrated knowledge of, and experience with, emerging trends and challenges in the Australian higher education sector

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.