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 groundbreaking 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 Office of the Deputy Vice-Chancellor and Vice-President (Enterprise and Engagement) provides University-wide strategic support for industry partnerships, commercialisation, industry engagement, innovation and entrepreneurship, employability and work experience, to provide a focus for the achievement of the ‘Enterprise’ goal, of the four key goals of Focus Monash.

Insights Planning and Performance is responsible for delivering: 1) monitoring and analysis of University’s performance against the strategic plan, including the annual performance report for the University, its key entities and partnerships, 2) identifying and mapping new enterprising research and education opportunities and capabilities, 3) submission and reporting of the University’s ranking data and performance, 4) delivering the annual student load plan and monitoring the load pipeline, 5) managing key institutional data sources that are held by the planning and statistics
function including the reporting of performance to relevant government departments, and 6) delivering and maintaining University's institutional planning framework.

**POSITION PURPOSE**

The **Senior Strategic Analyst** applies high-level expertise to provide a range of complex analytical services to support the business and strategic needs of senior stakeholders. The position undertakes consultation with relevant stakeholders to identify, document and validate business needs and undertakes comprehensive research, benchmarking, qualitative and quantitative data analysis, modelling, and forecasting to provide expert advice, reports and guidance to senior management on new initiatives, strategic projects, and business proposals.

The Senior Strategic Analyst is expected to contribute to three key areas, including: 1) design and development of lead indicators on selected strategic and operational activities, 2) identification and analysis of external/benchmarking sources of data to enrich internal data, and 3) contributing to development of impact assessment and benefit realisation of key projects and initiatives prioritised by the senior executive. The position is expected to work collaboratively with other members of the team and closely with members of Business Intelligence team and University Planning and Statistics as well as different portfolios to achieve its objectives.

**Reporting Line:** The position reports to Principal Specialist, Strategic Analytics under broad direction and with a degree of autonomy

**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 the area of specialisation

2. Under broad direction, plan, coordinate, develop and deliver a range of business strategy and analytical services to inform business decision-making, monitor performance, support business improvement, planning and new initiatives in accordance with university policies, procedures and strategic priorities

3. Partner with senior leaders to deliver and analyse results and provide strategic, expert advice, insight and guidance on strategies, initiatives and decisions

4. Actively contribute to the development and maintenance of a culture of open collaboration, 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 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 experience and management expertise; or an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Substantial business analysis experience including contributing to strategic developments or initiatives in the provision of research, qualitative and quantitative data analysis
3. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
4. 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
5. Excellent relationship management and consulting skills including the ability to engage with, influence and negotiate with a variety of stakeholders
6. Highly-developed analytical and conceptual skills including demonstrated ability to conceptualise, develop and translate business issues into creative, workable solutions
7. Excellent interpersonal and communication skills with the ability to provide authoritative advice and effectively translate and present complex concepts and information
8. Advanced computer literacy, particularly with current business management software packages and their various application capabilities

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.