DATA ANALYTICS AND BUSINESS INTELLIGENCE VISUALISATION SPECIALIST

DEPARTMENT/UNIT: Workforce Analytics

FACULTY/DIVISION: Monash HR

CLASSIFICATION: HEW Level 9

WORK LOCATION: 211 Wellington Road, Mulgrave

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

This position is located within Monash HR. We facilitate staff engagement and organisational performance by providing workforce management expertise and Human Resources (HR) services and solutions.

The HR Services and Analytics team within Monash HR is comprised of a number of core operational groups accountable for the provision of payroll services, general HR advice, high volume transactions and employee lifecycle services, university's organisational hierarchy and position management services, and workforce reporting and analysis.

The Workforce Analytics team within the HR Services and Analytics function holds the accountability for the provision of highly professional workforce analysis and reporting capability which supports strategy development, management decision making and regulatory compliance obligations.

POSITION PURPOSE

The Data Analytics and Business Intelligence (BI) Visualisation Specialist applies high-level expertise to provide a range of complex and advanced analytical and advisory services to support the business and strategic needs across the University. The position works closely and consults with senior stakeholders to identify, validate and provide solutions to business needs and undertakes quantitative data analysis and modelling to inform expert advice, insight and guidance to senior leaders on major new initiatives, strategic projects, business proposals, strategies and business decisions.

The Data Analytics and BI Visualisation Specialist is also responsible for leading the identification, development and implementation of new analytical processes, methodology and frameworks to meet client needs and enhance the operations of the Workforce Analytics team.
The role works collaboratively with eSolutions, the University’s IT division, to enable development of and access to HR data sets that improve the University’s ability to manage its current and plan for its future workforce.

**Reporting Line:** The position reports to the Senior Manager, HR Analytics & Advisory Services, under broad direction, working with a considerable degree of autonomy

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. Contribute to the development of the University’s Workforce Data Plan and the achievement of business unit and university goals in area/s of specialisation

2. Lead and manage a range of advanced business strategy and analytical services to inform business decision-making, deliver operating and performance improvement and support 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 major strategies, initiatives and decisions

4. Partner with internal clients to increase self service access and understanding of workforce data to improve workforce management and workforce planning decisions

5. Foster a collaborative relationship with internal service providers to enable delivery of the Workforce Data Plan and other continuous improvement initiatives

6. Direct and oversee a work environment of continuous review and improvement of business practices and tools, operational processes and service provision

7. Direct, conceptualise and undertake research, consultation, reviews, modelling, forecasting, business case development, quantitative and qualitative analysis and benchmarking to provide advice to support business decision-making

8. Lead and oversee the preparation of specialised reports, correspondence, recommendations and advice for senior management on highly complex issues with wide impact

9. Direct and deliver significant strategic projects, and development of complex compliance and quality processes relevant to the area/s of specialisation

10. Initiate, develop and maintain strong partnerships and networks with other relevant business units, functional areas, internal and external stakeholders, including driving collaborative projects and cross-functional initiatives

**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   - Postgraduate qualifications and extensive, relevant experience; or
   - an equivalent combination of relevant experience and/or education/training

**Knowledge and Skills**

2. Extensive senior-level business analysis experience including contributing to major change programs, strategic developments or initiatives in the provision of research synthesis, budget management, qualitative and quantitative data analysis and risk identification
3. Outstanding planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines in a large, complex organisation

4. Proven ability to synthesise large sets of data from multiple, diverse and unrelated sources and experience in the development and application of analytical business tools

5. Outstanding relationship management and consulting skills including the ability to engage with a broad range of internal and external stakeholders, influence and negotiate at the highest levels

6. Excellent analytical and conceptual skills including demonstrated ability to conceptualise, develop and translate complex business issues into creative workable solutions

7. Superior 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 intelligence and data visualisation software packages and their various application capabilities

9. A broad understanding of workforce analytics, staff data and HR metrics

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

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.