



RESEARCH PERFORMANCE ANALYTICS LEAD

DEPARTMENT/UNIT	Office of Research Performance
FACULTY/DIVISION	Provost and Senior Vice-President
CLASSIFICATION	HEW Level 9
WORK LOCATION	Ferntree Gully Road, Mt. Waverley

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.

The **Provost & Senior Vice-President** is the Chief Academic Officer of the University and is responsible for: setting the University's academic strategy and priorities with a view to improving the education and research performance of the University; oversight of faculties, academic related portfolios and University-wide centres and institutes, oversight of academic staffing including recruitment, development, reward and recognition, policies and procedures; strategic leadership for the delivery of academic programs; identifying and cultivating interdisciplinary areas of excellence and collaboration.

The **Vice-Provost (Faculty and Graduate Affairs)** provides strategic leadership to support the continuing improvement of Monash's academic reputation to meet its education and research goals. Specific responsibilities of the position include developing and implementing strategies to enhance the University's performance in the Excellence in Research for Australia (ERA) initiative; the Engagement and Impact Assessment (EIA); the review of academic standards; the enrichment of academic staff productivity; the assessment and strategic alignment of the Universities' institutes and centres; systematically identifying opportunities to improve Monash's rankings; oversight of post graduate student standards, grievances, mentoring and accreditation of supervisors.

The vision for the Research Performance team is that it is a highly capable team that delivers strategic insight, contextual awareness, intellectual capability and personal motivation and drive to have a positive impact on the University's performance. The Research Performance team will provide independent, real-time, reliable, well researched and reasoned insights which inform senior leaders on major new initiatives, strategic projects, business proposals, strategies and business decisions.

This will require the Research Performance team to establish effective working relationships with their colleagues to leverage their subject matter expertise in the pursuit of delivery of an excellent service. In addition, the team will establish itself as the 'go-to' team when bespoke research related analysis and analytic projects are to be undertaken providing insightful analysis.

POSITION PURPOSE

The Research Performance Analytics Lead is responsible for supporting the delivery of a responsive and proactive advanced analytical and advisory service, which informs the business, and strategic needs of the institution by providing independent, real-time, reliable, well-researched and reasoned insights. This role will lead the identification, development and implementation of best-practice analytical processes, methodology and frameworks to meet client needs and enhance the operations of the Office of Research Performance and the Office of the Provost.

The Research Performance Analytics Lead works closely with senior stakeholders, leveraging your analytical expertise to understand key business drivers, participate in collaborative projects and enhance the insights provided to the business.

This role is critical to achieving the vision for the Research Performance Team.

Reporting Line: The position reports to Director, Research Performance under broad direction working with a considerable degree of autonomy

Supervisory Responsibilities: This position will supervise one direct report

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Lead analytic projects which deepen the understanding of the University about its performance and strategic priorities, to support strategic planning and decision making and ensure the University is well informed and able to anticipate and plan for change
2. Act as a subject matter expert with regard to analytic methodologies (modelling, forecasting, regression, etc.) ensuring the production of appropriate and accurate insights
3. Undertake high level research, analysis and benchmarking using contemporary analytical approaches from which you will clearly articulate authoritative insights and expert advice to facilitate business decision making
4. Initiate, develop and maintain strong collaborative partnerships and networks with key colleagues across the University to ensure you are informed of emerging data and analytic needs and can proactively respond
5. Analyse the business environment, strategic organisational goals, and consult and engage with end users and subject matter experts in order to fully understand problems and opportunities
6. Identify areas for improvement, conceptualising, recommending and implementing new approaches to resolve business questions
7. Develop and deliver impactful analysis and insights
8. 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
9. Develop specialised reports, correspondence, recommendations, presentations and advice on highly complex issues for a variety of audiences, including senior management
10. Lead and oversee the preparation of specialised reports, correspondence, recommendations and advice for senior management on highly complex issues with wide impact

KEY SELECTION CRITERIA

Education/Qualifications

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

Knowledge and Skills

2. Significant proficiency, understanding and experience with contemporary statistical analysis approaches, software packages and their application
3. High level research, investigative, conceptual and contemporary analytical skills to develop insights which initiate discussion and organisational change
4. Excellent analytical, conceptual and problem solving skills including demonstrated ability to conceptualise, develop and translate complex business issues into creative workable solutions
5. Senior-level business analysis experience including contributing to major change programs, strategic developments or initiatives via the provision of analysis and insights which inform organisational objectives
6. 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
7. Ability to work autonomously (grasp complex issues, use initiative, problem solve and implement solutions) with an outcome-focused approach and bring initiatives to full closure in a timely manner
8. Outstanding planning and organisational skills, with experience of managing analytic projects, establishing priorities, allocating resources and meeting deadlines in a large, complex organisation which lead to business improvements
9. 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 to facilitate successful outcomes
10. Superior interpersonal and communication skills with the ability to provide engaging authoritative advice and effectively translate and present complex concepts and information

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.