POSITION DESCRIPTION

Position Title: Analyst (Workforce Analytics)
Organisation Unit: Human Resources
Position Number: 3039214
Type of Employment: Fixed Term, Full Time
Classification: Hwe Level 7

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world's top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

UQ Human Resources is responsible for enabling achievement of the University’s strategic ambitions through attracting, developing and retaining talented, engaged and high performing staff. This, in turn, enables University staff to better support our current and future students. Human Resources provides high quality human resource management guidance and expertise, through effective policy development, constructive advice and efficient administrative services. We are building a team of strategic HR professionals to provide outstanding, client focused, proactive and effective solutions and services for all UQ staff.

The key specialist service areas of Human Resources are:
- Client Services
- Workplace Relations
- Workplace Diversity and Inclusion
- Organisational Leadership and Development

Human Resources at UQ operates within a highly devolved environment with Human Resources staff located in Professional Services teams in Faculties, Research Institutes and Central Divisions, supported by HR specialist service teams.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The HR Strategy and Policy section is responsible for the delivery of UQ wide strategic HR projects and initiatives; the development and review of HR Policy; and HR workforce analytics and reporting. A significant piece of work for the HR Strategy and Policy section is the coordination of UQ’s submission for the UniForum survey. The survey measures and benchmarks UQ’s service efficiency. A key role of the Analyst (Workforce Analytics) will be working on UQ’s preparation the UniForum survey submission with stakeholders.

Duties

Duties and responsibilities include, but are not limited to:

Administration

Extraction, analysis and application of HR data to support;
- the provision of reports to inform decision making,
- the design and delivery of self-service automated reporting applications, and
• the submission of official and sector based workforce reports/surveys/information.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
• the University’s Code of Conduct
• requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
• the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Senior Analyst (Workforce Analytics).

KEY ACCOUNTABILITIES

Workforce Analytics

• Provide project support and coordination for the UQ UniForum survey submission.
• Provide support in producing HR data to inform strategic decision making and workforce planning.
• Delivering to tight reporting deadlines with a high standard of accuracy and quality.
• Anticipate, respond and identify reporting requirements to support management decision-making.
• Support the production of key reports/surveys/information and official University sector workforce data collections.
• Support the development of self-service automated reporting packages and management dashboards for decision making.
• Identify, analyse and report on HR trends for client groups, including the provision of analytical support on projects or assignments relating to HR metrics as required.

Key Stakeholder and Relationship Management

• Build and maintain strong working relationships and rapport with key stakeholders across the client portfolio, ensuring a customer centric approach.
• Work collaboratively in a team environment and contribute towards team outcomes.
SELECTION CRITERIA

Essential

1. A degree with at least four (4) years subsequent relevant experience (preferably in Human Resources or Information Systems or a related field); or extensive relevant experience and management expertise in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training. Sound knowledge and understanding of accounting principles.

2. Experience in the interrogation and analysis of complex data including the ability to identify, develop and standardise reports for business application and provide quality assurance.

3. High-level written communication skills including the ability to produce clear, concise and accurate reports, briefing papers and submissions based on research and analysis to inform decision making.

4. Demonstrated experience in the provision of high quality analysis (both written and verbal) of HR data to identify patterns and emerging trends, or similar relevant experience.

5. Excellent interpersonal skills with the ability to actively communicate, consult and negotiate with staff at all levels.

6. Demonstrated ability to identify and facilitate continuous improvement opportunities to enhance workforce analytics outcomes.

7. Ability to proactively identify and resolve issues, set realistic goals and establish or adapt work priorities for time management in a fast paced work environment.

Desirable

8. Demonstrated experience in the provision of workforce data to support organizational strategies in relation to workforce planning.


The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au
Applications are also encouraged from women.

This role is a full-time position; however flexible working arrangements may be negotiated.