POSITION DESCRIPTION

Position Title: Application and Reporting Analyst
Organisation Unit: Property & Facilities
Position Number: 3001894
Type of Employment: Continuing Full Time
Classification: Hew Level 6

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 (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

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 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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://uniqest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The University has 3 campuses located at St. Lucia, Gatton and Herston. The University also operates a number of sites in Brisbane, including the Medical School and Long Pocket site as well as a number of research stations and farms throughout Queensland.

The Property & Facilities Division (P&F) is responsible for delivering comprehensive facilities management that support the University's teaching and research goals and its strategic objectives of Learning, Discovery and Engagement.

To achieve this, and to further improve the environment in which members of the University community study, work and live, P&F provide a range of services. These include: UQ Sustainability, Energy and Transport systems, Construction and Engineering Services, Site Planning, Space and Property services, Asset Services (i.e. building maintenance, grounds and playing field maintenance, fire safety, security and parking), Campus Services (i.e. cleaning, furniture, logistics, UQ fleet, mail dispatch) and Finance & Business and other Systems (i.e. business improvements, administrative, HR, finance, and IT support).

UQ’s environmental sustainability initiatives have gained significant recognition. Property and Facilities Division, manages the University's Environmental Management System, provides advice, and promotes best sustainability practices at UQ. The website provides a single point for the University to communicate its initiatives and successes in embedding sustainability throughout its operations, learning, discovery and engagement. By browsing the site, the community has access to information on their sustainability study options, UQ’s research in the area of sustainability, partnerships with community industry and government, and the University’s carbon management strategy. I encourage you to visit the website at www.uq.edu.au/sustainability

Further information about the Property and Facilities Division may be accessed on the Division’s web site at http://www.pf.uq.edu.au

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 purpose of the Application and Reporting Analyst is to provide high level support in administration, system enhancements, fault rectification and reporting to support the ARCHIBUS Application. ARCHIBUS is an enterprise facilities management system that provides a range of integrated modules for the management of space, real estate, fleet, asset management, people & occupancy and others.
Duties

Duties and responsibilities include, but are not limited to:

- Develop and assign user roles and apply application security groups.
- Monitor the software application and document, investigate, record and analyse issues.
- Work with internal departments and vendors to develop solutions to application issues.
- Support in the build, implementation, maintenance and enhancement of the system.
- Write test plans and test new functionality to ensure a quality solution is delivered.
- Liaise with clients regarding issues and inform them of developments.
- Design and develop FM analytics and reporting.
- Any other duties as reasonably directed by your supervisor.

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 of 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 Archibus Administrator.

SELECTION CRITERIA

Essential

- A degree, preferably in Business Administration, IT or related field with subsequent related experience; or an equivalent combination of relevant experience and/or education/training.
- Experience in supporting the administration of an enterprise application.
- Excellent organisational skills, including the ability to prioritise tasks to ensure that deadlines are met whilst demonstrating accuracy and strong attention to detail;
- Experience in working with reporting packages such as tableau and power bi.
- Ability to write and understand complex SQL queries.
• Demonstrated understanding of the design and development of reporting tools and dashboards.
• Demonstrated analytical and problem resolution skills
• Ability to work independently on set tasks
• Proficiency of at least one programming language
• Excellent interpersonal skills including the ability to communicate effectively with clients by telephone, email and in person

Desirable
• Knowledge of Archibus FM system
• Working knowledge of Linux.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.