POSITION DESCRIPTION

Position Title: Business Analyst (Business Transformation)
Organisation Unit: Strategic Program Office
Position Number: NEW
Type of Employment: Fixed Term (3 years)
Classification: HEW 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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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 this will be a strategic focus going forward.

Organisational Environment

The University operates in a rapidly changing environment within a global marketplace, where institutions strive for higher levels of excellence and reputation. Australian universities face increased financial pressures, regulatory changes arising from the 2014-2015 Federal Government budget announcement, reputational pressures and changing client expectations (student, industry and government).

Within this context, UQ seeks to review its services, to ensure that UQ remains competitive and sustains success in the longer term. A focus on continuous improvement as part of every person’s contribution to the future of UQ is vital to ensuring a service oriented culture.

The University’s Strategic Program Office will enhance UQ’s ability to deliver its core functions of learning, discovery and engagement. This University-wide program will adopt a One UQ approach with shared commitment and responsibility to enhance the student and staff experience by transforming internal business operations.

The program seeks to:
- Enhance the student experience and increase student satisfaction levels
- Improve the workplace experience for staff members
- Ensure a better use of UQ’s resources through improved operational efficiency and effectiveness with freed resources reinvested in learning, discovery and engagement.

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 Business Analyst (Business Transformation) will work with the Manager of Financial Modelling & Data Analytics to support the Strategic Program Office in the development of business cases and ensuring the university is able to meet its benchmark reporting requirements with UniForum.

Duties

Duties and responsibilities include, but are not limited to:

UniForum

- Lead the data collection and stakeholder engagement process for the UniForum Benchmarking process.
- Lead and co-ordinate the reporting and feedback process to the university of UniForum results.
- Act as the main contact with the external service provider and maintain a collaborative and constructive relationship with all internal and external key stakeholders.

Data analytics and strategic analysis

- Accurately collect and analyse large data sets from multiple sources and translate this analysis into meaningful reports / presentations that guide strategic decision making by senior executive.
- Assist with financial modelling development and review.
- Analyse issues and suggest a range options / solutions that consider multiple perspectives and also highlight the risks associated with each option.
- Identify, investigate and resolve data inconsistencies and issues to ensure quality of data.
- Research, understand and apply industry/market data, information and trends to benchmark the University's impact and performance.
- Conduct baseline assessments and assess any gaps to these benchmarks.
- Undertake impact assessment and post implementation reviews.

Reporting

- Develop clear and succinct reports and presentations.
- Present analysis and insights to senior executive.
- Develop dashboards.

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 Business Analyst (Business Transformation) will report to the Manager, Financial Modelling & Data Analytics and will support other staff members in the Strategic Program Office.

SELECTION CRITERIA

Essential

- A degree with at least four years subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Proven capability in the use of analytical tools to develop data driven insights using quantitative methods.
- Ability to plan out, monitor and maintain own workload to ensure UniForum timelines are met.
- Experience in business analytics and financial modelling.
- Capability in engaging (in a constructive manner) with multiple stakeholders within complex program management environments to support the on-time delivery of strategic programs.
- Demonstrated capability in using and understanding systems, processes and organisational structures to interpret and analyse complex data sets and sources.
- Proven analytical, problem solving and data interrogation skills with a demonstrated ability to develop effective written proposals and reports.
- Developed interpersonal skills, including a proven ability to work collectively and constructively.

Desirable

- Knowledge and experience of the higher education environment
- Good understanding of benchmarking processes for UniForum
- Proven ability to manage multiple tasks.

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 for further information and points of contact if you require additional support. Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au