POSITION DESCRIPTION

Position Title: Business Intelligence Officer
Organisation Unit: Office of Medical Education
Position Number: NEW
Type of Employment: Full-time, Fixed-term
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 Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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://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.

**Faculty of Medicine**

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinifex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.medicine.uq.edu.au.

**The Office of Medical Education**

The Office of Medical Education (OME) provides academic leadership in the delivery of the MD/MBBS program, and more broadly in the field of medical education. The Director of the Office of Medical Education reports directly to the Medical Dean regarding the activities and outcomes of the office.

The Office and its staff work to oversee the development, resourcing and implementation of the MD/MBBS curriculum. A key role of the Office is to ensure that all teaching and learning activities within the program, including assessments, are evaluated in a systematic manner, and that suitable improvement strategies are implemented where required.
The Office supports the continuing professional development of staff within the teaching and learning domain, and strives to create an environment that supports best pedagogic practices. In doing so, the Office seeks to actively promote expertise in medical education within the Faculty, and the development by staff of capacity in the scholarship of teaching and learning. A key role of the office is to communicate effectively with all stakeholders, including current and potential students, staff, clinicians and the community regarding the status and future directions of the MD/MBBS Program.

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 Data Analyst position will work under the direction of the Director, Office of Medical Education. The primary purpose of the position is to manage, analyse and report on information related to curriculum and student outcomes within the Medical Program. In doing so, the role will provide information needed by Faculty of Medicine staff for operational and strategic decision-making, and that will support ongoing evaluation and quality assurance of the Program.

Duties

Duties and responsibilities include, but are not limited to:

- In collaboration with IT staff and academics in OME, continue to design and implement systems for the accrual and maintenance of relevant datasets within the MD program, including curriculum and assessment mapping, student outcome data, and evaluation data;
- Identify and use appropriate quantitative and qualitative data collection and analysis methods to meet the objectives of the role;
- Develop processes or systems for the analysis of these datasets, including use of UQ enterprise systems (Business Objects reporting system, SI-net, Blackboard), Faculty systems (iMark, ExamSoft, Filemaker Pro databases), Microsoft Office suite and other tools as required;
- Use appropriate reporting and visualisation tools to provide OME staff, Faculty Committees and other senior Faculty staff with readily understandable and accurate reports that support effective decision making;
- Provide academics with usable tools that support their timely access to and independent analysis of information stored with those datasets;
- Work with OME staff to develop and maintain a Curriculum Intelligence strategy, which describes the purpose and mechanisms by which data can be best used to enhance the scope and effectiveness of the medical curriculum, and allow reporting to internal and external stakeholders;
- Personally display and contribute to both a positive and client service focused culture in the workplace.
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 Director, Office of Medical Education
SELECTION CRITERIA

**Essential**

- Qualifications and training equivalent to an undergraduate degree in IT or related field; or extensive experience and broad knowledge in student administration; or an equivalent combination of relevant experience and/or education/training;

- Well-developed analytical skills and the ability to draw relevant inferences from data and data trends;

- Sounds skills in data management, including experience with database systems (such as MS Access, FileMaker Pro etc.);

- Knowledge of the use of quantitative and/or qualitative research methods in data analysis, including the ability to use statistical software in data analysis;

- High-level PC skills and expertise with Microsoft Office tools (especially Word, Excel and PowerPoint);

- An understanding of the University’s business processes relating to student assessment and administration, or the ability to acquire such knowledge rapidly;

- Excellent oral, written communication and presentation skills particularly in client and system support roles;

- Demonstrated use of innovative and lateral thinking skills to resolve problems and produce solutions;

- Strong interpersonal skills, including the ability to work collaboratively with both academic and professional colleagues, and to work autonomously to complete tasks as required;

- Excellent time management skills with the ability to manage competing priorities while still maintaining accuracy and attention to detail.

**Desirable**

- Sound knowledge of evaluation methods and quality assurance approaches in the context of higher education;

- Demonstrated experience in the application of advanced skills in Management Information packages (i.e. Business Objects);

- Demonstrated project management ability in research and/or evaluation;

- Demonstrated work experience with an Australian university.

**Vaccinations and Immunisation**

It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University’s Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.
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.

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

Accessibility requirements and/or adjustments can be directed to Lou Betts (l.betts@uq.edu.au)