POSITION DESCRIPTION

Position Title: HR Business Analyst
Organisation Unit: Marketing & Communication
Type of Employment: Full-time, Fixed-term for 4 months
Classification: HEW Level 8

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 (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). 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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 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+.

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

Organisational Environment

UQ is currently in the process of executing a review of the marketing, communication and student recruitment (MCR) functions as they operate across the University in what is a largely decentralised model. The review aims to build on the benefits and capabilities added by a recent enterprise CX transformation program to ensure that UQ is able to leverage contemporary and fit-for-purpose marketing and communication services. The scope of the review is to identify an optimum operating model, organisational structure(s) and workforce requirements for the ongoing management of these functions.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.

DUTY STATEMENT

Primary Purpose of Position

The HR Business Analyst will be responsible for a full range of business analysis activities, including organisational design, workforce and activity analysis, budget spend analysis and business case development.

Duties

Duties and responsibilities include, but are not limited to:

- Undertaking detailed analysis of current activities undertaken by staff involved in marketing, communication and student recruitment activities across UQ.
- Mapping existing processes associated with marketing, communication and student recruitment activities across UQ and identifying intergroup variations.
- Working with UQ’s Finance team, undertaking detailed analysis of marketing, communication and student recruitment-related budgets across UQ, including in client groups.
- Conducting an impact analysis of systems-related impacts of UQ’s recent and emerging technology and systems investments on required staff workloads.
- Contributing to design of client-side marketing, communication and student recruitment structures and role design.
- Drafting a suite of position documentation for new and significantly changed roles, as well as for those which are out of date or otherwise no longer accurate.
- Conducting impact analysis for to identify staff impacted by recommendations of the MCR review.
- Contribute to drafting of the review’s business case and organisational change papers.
- Any other responsibilities in line with the level of the role as directed by the Chief Marketing & Communication Officer and project director of the MCR review.
• Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
  o the University’s Code of Conduct
  o 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
  o the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
  o 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 formally reports to the Chief Marketing & Communication Officer, but will received day-to-day direction from the project director of the MCR review

SELECTION CRITERIA

• Postgraduate qualifications or extensive experience in a discipline relevant to the duties outlined in this position description; or equivalent combination of relevant experience and education
• Proven experience working at an enterprise level in organizational developments, including operating model development, organisational design and review, and workforce planning.
• Proven experience in mapping, analysing, refining and modelling impacts of complex business processes and alternative service delivery models.
• Proven experience in developing management documentation (e.g. operational plans, position descriptions, service level agreements) to support organizational operations.
• A comprehensive understanding and substantial experience in a project environment and a strong appreciation of project management methodologies and concepts.
• Strong interpersonal influencing and communication ability with a range of stakeholders across a diverse organization
• Previous work experience in marketing, communication or student recruitment functions; or experience in providing organizational development services to units involved in same is desirable, as is experience working within a regulated industry and with the associated industrial instruments.

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.

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

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.