POSITION DESCRIPTION

**Position Title:** Senior Planning and Performance Analyst  
**Organisation Unit:** Planning & Business Intelligence  
**Position Number:** 3046676  
**Type of Employment:** Full-Time, Continuing  
**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 (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 an increasingly complex internal and external environment. PBI sits at the centre of the University’s strategic planning and student load planning activities and provides university wide business intelligence systems and support covering all of the key corporate data sources. The department is a key resource to the senior management of the University, providing data, analysis and insights to measure institutional performance and support strategic decision making.

PBI is headed by the Director, Planning & Business Intelligence and is structured into two sections: Planning & Performance Analysis and the Business Intelligence Unit.

The Planning and Performance Analysis group report to the Deputy Director, Planning and Performance Analysis. Responsibilities within the planning and performance area include oversight of the University’s strategic and operational planning; performance measurement frameworks; student enrolment and income projections; domestic admissions monitoring; government policy and strategic information analysis; and external performance reporting, particularly in relation to teaching and learning metrics. The team is also responsible for ensuring the validity of data within the University Student System and for meeting the student-related reporting requirements of the Australian Government.

The Business Intelligence Unit is led by the Associate Director, Business Intelligence. This section is responsible for the business intelligence needs of the University. This includes the development and operation of a data warehouse, performance dashboards and related data reporting systems to enable the University community to access and analyse a wide range of data simply and efficiently.

Further details can be found on the Planning and Business Intelligence web site at http://www.pbi.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

Under the direction of the Manager, Strategic Analysis, the Senior Planning and Performance Analyst will provide high level analytical and administrative support for a range of functions within PBI. This will include undertaking analysis on issues such as:

- student retention, satisfaction and academic performance;
- application and enrolment trends;
- university performance in relation to the Strategic Plan; and
- the impact of government policy on university funding.

Duties

Duties and responsibilities include, but are not limited to:

- Undertake ad-hoc statistical analysis to support Executive decision making. This will include pulling together complex administrative data using tools such as Business Objects and SPSS, analysing the data to address business questions, and then communicating the findings through written reports containing visual representations of the data.

- Undertake data analysis to develop performance indicators that measure the organisation's performance against the University's Strategic Plan 2018-2021.

- Using tools such as BusinessObjects design reports and dashboards to automate the dissemination of performance metric data to executives, managers and individual academics.

- Prepare briefing papers for management to inform them about issues related to the broader work of PBI. Examples include higher education policy, university admissions, university rankings, teaching and learning quality, student satisfaction and student enrolment trends.

- Identify emerging data needs and work with the unit's data warehouse systems analysts to incorporate new data sources/redevelop existing data sources by developing specifications and undertaking quality assurance checks.

- Identify where there are gaps in data that are available in the University's corporate systems and develop advice outlining the business process and system changes that are required collect missing data.

- Provide support to the student load planning process during peak periods. This will include undertaking checks of the student and income projection data and undertaking ad-hoc analysis to inform admissions decisions.
**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 Manager, Strategic Analysis.
SELECTION CRITERIA

**Essential**

- A degree with a strong component of quantitative data analysis and extensive relevant experience. Relevant qualifications include (but are not limited to) degrees in sociology, geography, economics, psychology, statistics, business analytics and data science.

- High-level analytical skills, including the ability to design research and analyse quantitative data, policies, procedures and other information to identify issues and develop advice that supports strategic decision making.

- High-level skills in compiling, manipulating and analysing complex administrative datasets using reporting tools such as SAP BusinessObjects (or similar) and experience in using statistical analysis applications such as SPSS, SAS, Excel or R.

- Experience in designing reports and/or dashboards to visualise data.

- Excellent written and oral communication skills and the ability to design and produce clear, concise and accurate reports, briefing papers and submissions on analytical findings.

- A good understanding and awareness of the environment and current issues in Australian higher education, particularly in relation to performance measurement, quality assurance, government funding and strategic planning.

**Desirable**

- Well-developed interpersonal and leadership skills including the ability to liaise, consult and negotiate with staff at all levels, as well as with external agencies.

- A proven ability to be highly organised and self-managing, including a demonstrated capacity to establish work priorities, meet timelines and achieve project management priorities, work independently and accept responsibility.

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 recruitment@uq.edu.au