POSITION DESCRIPTION

Position Title: Business Analyst
Organisation Unit: Strategic Program Office
Position Number: 
Type of Employment: Fixed Term, Full Time
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 (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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 will have further success in this area as an important strategic aim 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 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 primary purpose of the position is to support the Financial Modelling and Data Analytics Manager with the coordination of UQ’s annual data collection, supplementary data and submission for the UniForum survey. The UniForum survey measures and benchmarks UQ’s service efficiency. Provide support to University stakeholders during the collection process providing timely responses to questions during and post data collection. Provide complex data analysis and modelling from the resulting UniForum data collection.

The Business Analyst will provide complex data analytics to support all University projects run by the Strategic Program Office. Data will be derived from various internal collections including Business Objects and external sources as required.
Duties

Duties and responsibilities include, but are not limited to:

**UniForum data collection**

- Assist with the data collection and stakeholder engagement process for the UniForum Benchmarking process
- Provide analytical support and reporting from the UniForum benchmarking data collections
- Assist with the compilation of Staff and Supplier collection Data Upload Files
- In consultation with the Strategic Program Office Director and Financial Modelling and Data Analytics Manager prepare the production of materials promoting and informing the UniForum data collection to organisational units across the University as requested
- In consultation with the Financial Modelling and Data Analytics Manager and external suppliers, prepare and co-ordinate the communication and data requirements for the annual University wide UniForum campaign.
- Monitor data collection quality using the collection tool reporting functionality
- Coordinate the management of the UniForum support channels (ie, email and phone support) for the University wide stakeholders, providing timely and accurate support and responses during and post data collection
- Liaise with relevant external and internal stakeholders such as managers and team members to co-ordinate the production of timely well informed UniForum materials.

**Strategic Program Management support**

- Assist with data analytics and financial modelling from various sources for University projects being run through the Strategic Program Office by the Senior Program Managers
- Development of tools, data and analysis for various University projects and programs of work in the Strategic Program Office
- Engage with key stakeholders both internal and external to acquire data for use with University projects run by the Strategic Program Office
- Provide support in producing data to inform decision making and the creation of a knowledge base of data to by utilised by the University for strategic performance analysis
- In conjunction with the Financial Modelling and Data Analytics Manager contribute to the development, implementation and evaluation of data analytics strategies

**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 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 Financial Modelling & Data Analytics Manager

SELECTION CRITERIA

**Essential**

- A degree with at least four (4) years subsequent relevant experience (preferably in Data Analytics or Information Systems or a related field); or extensive relevant experience and management expertise in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training. Sound knowledge and understanding of accounting principles.
- Experience in the interrogation and analysis of complex data including the ability to identify, develop and standardise reports for business application and provide quality assurance.
- High-level written communication skills including the ability to produce clear, concise and accurate reports, briefing papers and submissions based on research and analysis to inform decision making.
- Demonstrated experience in the provision of high quality analysis (both written and verbal) of data to identify patterns and emerging trends, or similar relevant experience.
- Excellent interpersonal skills with the ability to actively communicate, consult and negotiate with staff at all levels.
- Demonstrated ability to identify and facilitate continuous improvement opportunities to enhance workforce analytics outcomes.
- Ability to proactively identify and resolve issues, set realistic goals and establish or adapt work priorities for time management in a fast paced work environment.

**Desirable**

- Demonstrated experience in the provision of workforce data to support organizational strategies in relation to workforce planning.
- Experience in the use of, Business Objects and advanced features of Microsoft Office application.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.

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