POSITION DESCRIPTION

Position Title:         Senior Data Analyst (Program Architecture)
Organisation Unit:    Planning and Business Intelligence
Type of Employment:   Full-time, fixed-term for six 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 Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was 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.

**Organisational Environment**

The University operates in an increasingly complex internal and external environment. Planning and Business Intelligence (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 load planning, income projections and 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/](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](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

The Senior Data Analyst (Program Architecture) will support the Program Architecture Project that is a critical program of work designed to streamline the University’s programs, courses and policies to improve the student experience. The aim is to improve the student experience through a streamlined, sustainable portfolio of programs and courses underpinned by a set of rules and policies that are enabling, consistent and transparent.

A significant collection of student enrolment, staff and financial data needs to be pulled together to support the project. Under the direction of the Manager of Strategic Analysis, the Senior Data Analyst will need to build reports from multiple sources within the University’s data warehouse (using Business Objects) to prepare data in a structure suitable for analysis. At times, this will require analysis to identify gaps in the availability of data, working with subject matter experts across the University and data warehouse developers to fill those gaps. They will also need to provide advice to the project consultants around data quality and definitions.
The Senior Data Analyst (Program Architecture) may also be required to work on ad-hoc requests for reports and analysis that support the broader work of the Deputy Vice Chancellor (Academic).

**Duties**

Duties and responsibilities include, but are not limited to:

- Develop and undertake statistical analysis to identify and collate administrative data in line with project requirements, using BusinessObjects to build queries and reports to extract the data from multiple sources.
- Develop and undertake data and policy analysis to provide well-informed strategic advice to support the DVCA and senior management decision making.
- Identify data needs and work with the unit’s data warehouse developers as well as staff from the University’s enterprise support systems team to incorporate new data into the data warehouse.
- Identify where there are gaps in data that are available and develop advice outlining the business process and system changes that are required to collect missing data.
- Liaise closely with managers in schools and faculties to collect data that are not available in systems. Develop the specifications and tools to ensure any manual data collection exercises are streamlined and efficient.
- Liaise closely with the project’s external consultants, acting as the key point of contact for queries and tasks related to data provision.
- Any other duties as reasonably directed by your supervisor

**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 of Strategic Analysis.
SELECTION CRITERIA

Essential

- A relevant degree and extensive relevant experience within the university sector.
- A deep understanding of program/course architecture and student enrolment systems and processes within the environment of a large university.
- High level skills in compiling, manipulating and analysing complex datasets using SAP BusinessObjects or a similar business intelligence reporting tool.
- High-level analytical skills, including demonstrated ability in quantitative data analysis and the analysis of policies, procedures and other information to identify issues and solve problems.
- Excellent written and oral communication skills and the ability to design and produce clear, concise and accurate advice and briefing papers on complex issues.
- An deep understanding and awareness of the environment and current issues in Australian higher education, particularly in relation to trends in how degrees are structured/offered, student enrolment patterns and quality assurance.
- Highly developed interpersonal and leadership skills, including the ability to independently seek out key stakeholders and liaise, consult and negotiate with staff at all levels, both internally and externally.
- 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.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.