POSITION DESCRIPTION

Position Title: Data Analyst
Organisation Unit: Property and Facilities
Position Number: 3022399
Type of Employment: Full-time, Fixed Term 12 months
Classification: Hew Level 6

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 has 3 campuses located at St. Lucia, Gatton and Herston. The University also operates a number of research sites and farms throughout Queensland.

The Property & Facilities Division (P&F) is responsible for delivering comprehensive facilities management that supports the University’s teaching and research goals and its strategic objectives of Learning, Discovery and Engagement.

To achieve this, and to further improve the environment in which members of the University community study, work and live, P&F provide a range of services. These include: Energy Management and Sustainability, Construction project management, Engineering Services, Site Planning, Space and Property services, Asset Services (i.e. building maintenance, grounds maintenance, fire safety, security and parking), and Campus Services (i.e. cleaning, furniture, logistics, UQ fleet, mail dispatch).

UQ’s environmental sustainability initiatives have gained significant recognition. The Property and Facilities Division manages the University’s Environmental Management System, provides advice, and promotes best sustainability practices at UQ. Further information about the Property and Facilities Division may be accessed on the Division’s web site at http://www.pf.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

The Data Analyst provides support in the administration and coordination of a broad range of activities for the Asset Performance and Services Manager and across the Section. The position will prepare background information and reports on a range of issues, and coordinate and assist in the implementation of strategic and operational initiatives for the Section.

Duties

Duties and responsibilities include, but are not limited to:

- Provide high level administrative support to the Asset Performance and Services Manager and coordinate the delivery and reporting of services within the Section and across the broader University community;
- Assist with the system implementation of Asset Services software systems;
- Facilitate effective lines of communication both within the Asset Services Section and more broadly across the University community and other parties internal and external to the University on the processes and functionality of maintenance systems;
- Develop and distribute written communication, such as reports, correspondence and analyses on asset management from various corporate and in-house databases;
- Assist in the development of Service Level Agreements (SLA’s) between Asset Services and external clients.
- Analyse existing business processes, present alternatives and make recommendations for the resolution of issues in the areas of operational performance and process improvement.
- Undertake project management related tasks
- Provide support and assistance to the entire team when required to ensure business continuity and operational requirements are met.

**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 Asset Performance and Services Manager who in turn reports to the Associate Director Campus Operations.
SELECTION CRITERIA

Essential

- Completion of a degree with subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated knowledge of and experience with the principles and practices of reporting and data analysis, including data quality analysis, data visualisation, and performance metrics.
- A sound understanding of a large and complex institutions facilities management operation and asset management and how it interacts within a broader University context;
- Ability to assist users in analysing their business requirements and to develop and implement system specifications and administrative procedures across a broad stakeholder group;
- High level proficiency in the use of a wide range of systems and data management skills and have the ability to use a range of software including facilities management applications;
- Excellent organisation, time and project management skills, including the ability to manage multiple and diverse tasks, meet deadlines and the capacity to meet diverse client requirements in a timely and cost effective manner
- Demonstrated ability to contribute and provide high level support to the work of an asset management team within a complex organisational environment;
- Strong interpersonal and communication skills, with the ability to deliver complex information in understandable and digestible formats, and in compelling tables and graphics
- Ability to work collaboratively and flexibly, with initiative and autonomy;

Desirable

- Knowledge of reporting software such as Tableau.
- Knowledge of data language such as R or Python.
- Experience in change management as it applies to the implementation of new processes and systems.
- At least five years’ experience in the facilities management and business systems of a University

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 the contact person listed in the job advertisement.