

POSITION DESCRIPTION

Position Title:	Project Officer (Optimisation, Analytics and Reporting)
Organisation Unit:	Health, Safety and Wellness
Type of Employment:	Full-time, Fixed-term
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 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 a complex organisation, with complex reporting structures and obligations. Health, safety and wellness (HSW) information and data is drawn from a multitude of sources. Currently, not all HSW systems and databases are effectively integrated with the University's Data Hub/Warehouse, and as such only a subset of HSW data is readily available to the broader UQ community for analytics. An automated, validated and robust set of reporting tools is required to streamline communication of HSW trends, learnings and opportunities across the University in a consistent, optimised format that drives ongoing improvement of UQs occupational health and safety management system.

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 Data/Systems Analyst will be responsible for facilitating HSW systems and database integrations to UQs Data Hub/Warehouse (in collaboration with UQ ITS) and for developing self-service UQ Reportal reports and Power BI dashboards for consumption by the UQ Community.

Duties

Duties and responsibilities include, but are not limited to:

- Review HSW data sources required to meet HSW reporting requirements and identify inefficiencies and inconsistencies (opportunities for improvement).
- Identify gaps in data availability and facilitate integration of HSW data into enterprise central repository to support consumption of HSW data by other systems/databases.
- Develop a set of efficient self-service reports/templates (in UQReportal) and interactive dashboards (in PowerBI) that presents relevant HSW data in a visually optimised format to meet HSW reporting requirements.
- Work collaboratively with systems/database administrators and partner organisations to achieve project outcomes.
- Provide technical expertise, advice and support for stakeholders and clients as required on reporting solutions.
- Any other responsibilities in line with the level of the role as directed by the Director, Health, Safety and Wellness.
- 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 formally reports to the Associate Director, HSW (Governance and Strategy), but will receive day-to-day direction from the HSW systems/reporting analytics program lead.

SELECTION CRITERIA

- Tertiary qualifications and 5+ years' experience in a discipline relevant to the duties outlined in this position description; or equivalent combination of relevant experience and education.
- Proven experience working as a data and reporting analyst.
- Experience in gathering and understanding business requirements, architecting, configuring, development and administering business integration and data warehousing solutions in a fast paced, agile environment.
- Demonstrated technical skills in Power BI report creation and secure sharing.
- Highly developed interpersonal, written and oral communication skills that support the delivery of quality project outcomes.

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.