

POSITION DESCRIPTION

Position Title:	Manager of Strategic Analysis
Organisation Unit:	Planning & Business and Intelligence
Position Number:	3027476
Type of Employment:	Full-Time, Continuing
Classification:	Hew Level 9

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://uniquet.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 Federal Government's 2012 Excellence in Research for Australia exercise confirmed The University of Queensland as one of the nation's top three universities, measured by the quality of its comprehensive range of specialised research fields. ERA reported that research at UQ is well above world standard in more specialised fields than at any other Australian university: this reflects UQ's leading global role in many areas of discovery. UQ's outstanding critical mass offers researchers significant interdisciplinary capability.

UQ integrates its research strengths with excellent teaching and learning and has won more national teaching awards than any other Australian university. International university rankings highlight UQ's excellence: Academic Ranking of World Universities (Shanghai Jiao Tong), Times Higher Education, QS and National Taiwan University Ranking all rank UQ in the top 100. UQ is one of Australia's Group of Eight, and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

UQ's 45,500-strong student community includes more than 10,000 postgraduate scholars and more than 11,000 international students from 162 countries. The University has more than 7,000 academic and professional staff and a \$1.6 billion annual operating budget. Its major campuses are at St Lucia, Ipswich, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six faculties and eight institutes. The institutes — funded by government and industry grants, philanthropy and commercialisation activities — have built scale and focus in research areas that UQ regards as strategically important.

The Office of Planning and Management Information

The Planning Office within the Office of Planning and Management Information is a key resource to the senior management of the University, providing data, management information and analysis to support evidence-based decision making. It is responsible for coordinating the development of the University's strategic and operational plans and conducting performance monitoring, environmental scanning, statistical analysis and reporting.

Information about the Planning Office may be accessed on the Planning and Management Information web site at <http://www.mis.admin.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 Manager, Strategic Analysis will work with the Deputy Director, Planning and Performance Analysis to provide high-level analytical insights and administrative support to the Director of Planning. The Manager, Strategic Analysis leads a small team dedicated to providing metrics, data reports/visualisations and in-depth analysis to inform Executive decision making, particularly in relation to understanding the university's performance against its strategic goals. The work of the team includes 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.

At times, this position will be required to contribute to other activities in the Planning Office, including load and income modelling and domestic admissions.

Duties

Duties and responsibilities include, but are not limited to:

- Lead, manage and develop a small team responsible for providing high-level research, analysis and information to support the achievement of the University's strategic goals and enable University leaders to identify key factors affecting performance.
- Initiate strategies and plans for information architecture and systems to provide agile, sustainable solutions to the University's key performance analysis and measurement data needs.
- Lead the development of detailed and complex data collections, including liaison with systems analysts to enable the incorporation of data from multiple external sources, and the application of quality assurance checks.
- Present the findings and recommendations from performance analysis to senior management (eg VCC, USMG) in the form of written reports and papers to support strategic decision-making
- Communicate evidence-based findings to a broad range of stakeholders across the University and assist them in using the findings to improve decision making and practices.
- Conduct data validation, significance testing, and the preparation of survey samples where appropriate, for use in reports, briefings and submissions to internal and external stakeholders, including the Federal government and QILT.
- Support the Senior Executive to develop strategies for enhancing the University's reputation and ranking by managing the definitional interpretation, collation and submission of University data to key International Rankings (ARWU, Times Higher Education, QS WUR, MosIUR, U-Multirank, and US News).
- Liaise and negotiate on the University's behalf in relation to data access, integrity and provision with agencies such as the Queensland Tertiary Admissions Centre (QTAC),

the Victorian Tertiary Admissions Centre (VTAC), the GO8, Universities Australia and the Federal Department of Education

- Demonstrate expertise in tools such as BusinessObjects, Crystal Xcelsius, SAP Lumira, the Microsoft Office suite and SPSS/SAS analyse, test and present data appropriately for the purpose and audience.
- Provide assistance to the Director of Planning and the Deputy Director, Planning and Performance Analysis in the preparation of reports, ad hoc queries and information provision as required.

Other

- Comply with the University's Code of Conduct (see the University's web site at <http://www.uq.edu.au/hupp/?page=24987>)
- Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or School. (see the University's web site at <http://www.uq.edu.au/ohs/index.html?page=133956>)
- Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by the University (see the University's web site at <http://www.uq.edu.au/sustainability/responsibilities>)

Organisational Relationships

The position reports to the Deputy Director, Planning and Performance Analysis.

SELECTION CRITERIA

Essential

- A postgraduate qualification with a strong component of quantitative data analysis and/or a combination of extensive relevant experience and education. Relevant disciplines include (but are not limited to) sociology, geography, economics, psychology, statistics, business analytics and data science.
- Proven ability to conceptualise issues, initiate new ideas, analyse complex problems, and identify and implement strategies for their resolution.
- High-level analytical skills, including extensive experience in designing research and analysing quantitative data, policies, procedures and other information to identify issues and develop advice that supports strategic decision making.
- Extensive experience and a high level of proficiency in compiling, manipulating and analyzing complex administrative datasets using reporting tools such as SAP BusinessObjects (or similar) to enable accurate reporting and analysis.
- A strong knowledge of quantitative and qualitative data analysis techniques and research design and proficiency with using statistical analysis applications such as SPSS, SAS, Excel or R. Excellent written communication skills including the ability to produce clear, concise and accurate reports, briefing papers and submissions on complex issues.
- Demonstrated high-level interpersonal skills, with the ability to consult, collaborate and negotiate with staff at all levels, as well as with external agencies.
- High level understanding of the university environment, regulatory arrangements, developments and trends in the higher education sector.

Desirable

- Expertise in areas such as multivariate analysis, survey research, correlation and regression analysis, categorical data analysis and the management and analysis of very large data sets.
- Ability to manage a small team in a dynamic and changeable environment maintaining staff motivation and a focus on meeting the long term needs of both the Planning office and the University.
- A proven ability to be highly organised and self-managing, including a demonstrated capacity to establish work priorities, meet timelines and achieve outcomes, 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.