

POSITION DESCRIPTION

Position Title:	Data Analytics Specialist
Organisation Unit:	Property and Facilities Division
Position Number:	
Type of Employment:	Continuing, full time
Classification:	Hew 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 (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 Property & Facilities Division (P&F) is responsible for delivering comprehensive facilities operations to the University community by using integrated systems and services to support the University's teaching and learning, research endeavours and strategic objectives. 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 of Campus Operations, Infrastructure and Sustainability, Planning and Property and Project Delivery.

Campus Operations is responsible for operations in the areas of Grounds, Maintenance, Security, Fire Services, Transport Systems, Cleaning, the Gatton Printery, Fleet Services, Furniture, Mail, Store, Asset Performance and Services and Compliance.

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 Specialist Data Analytics is a member of the Asset Performance and Services Team and provides systems reporting and data analysis capability and services across the division for all sections to support informed decision-making.

Duties

Duties and responsibilities include, but are not limited to:

Client Focused Strategy and Planning

- Perform regular review of data projects and solutions to ensure they are updated to meet changing business needs.
- Develop end-to-end solutions from source to final report, including design, development, test and release.
- Identifies and interprets current and emerging developments, variances, and trends.

Operational Service Delivery Excellence

- Collects, interprets, and analyses data to support management decisions on projects, improve inefficiencies, and enhance business performance.
- Generate high quality dashboards to support reporting requirements.

- Develops queries and prepares data for diagnostic and predictive analytics.

Aligned Leadership and Team Collaboration

- Lead reporting projects, including adhoc assignments and the production of special reports and responses to internal and external clients.
- Researches inconsistencies/anomalies in the data and presents findings to management.
- 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 Asset Performance and Services Manager.

SELECTION CRITERIA

Essential

- Completion of a degree in Mathematics, computer science, Information Management or Statistics with subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in business analytics.
- Strong knowledge of and experience with reporting packages such as Tableau or Power BI, databases, and programming languages. R, Python.
- Demonstrated ability to design report formats that are visually compelling.
- Demonstrated capacity to exercise initiative with solid analytical, problem solving and influencing skills.
- Strong interpersonal and communication skills, with the ability to deliver complex information in understandable and digestible formats, and in compelling tables and graphics.
- Excellent organisational skills, including the ability to prioritise tasks to ensure that deadlines are met whilst demonstrating accuracy and strong attention to detail.

Desirable

- Knowledge of Facilities Management systems.
- Working knowledge of Linux.

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 UQ Recruitment on recruitment@uq.edu.au