Position Description

Title: Director, Business Intelligence and Reporting
HEW Level: HEW 10

Faculty/Office: Vice-President, Services and Strategy
Position Number:

Department/Team: Business Intelligence
Date: April 2019

Position Purpose: To lead the design and delivery of information solutions to support the University’s overall strategic direction and enable the University’s transformation to a data-driven culture where decisions are reached, and growth is achieved, using fact-based findings and insights.

ORGANISATIONAL CONTEXT

The Vice-President, University Services and Strategy provides executive leadership of the University Services portfolio and oversees the coordination and execution of a range of University strategies.

University Services is a broad portfolio encompassing various professional and business services of the Macquarie University Group including the University and controlled entities. Reporting into this portfolio are:

- Property
- Information Technology
- Analytics and Business Intelligence
- Risk and Assurance
- Sustainability
- Campus Life
- Access Macquarie
- MGSM Hospitality

The Vice-President also plays a specialist role in the coordination and execution of various strategies across the University and a key adviser to the Vice-Chancellor on strategic and operational matters. In partnership with other members of the Executive Group, the Vice-President and Executive colleagues share responsibility for the leadership and success of the University as a whole.
### KEY ACCOUNTABILITIES

- Lead and co-ordinate the development and implementation of a University wide data and information strategy including information and data governance, information projection and data life cycle management, and data policy development that can best support the University’s overall strategic direction.
- Partner with senior management to understand and interpret University policy, structure, processes and data needs, and integrate diverse stakeholder interests with the University’s broader agenda to inform the development and prioritisation of project initiatives.
- Build, direct and oversee the growth and development of a business data analytics and governance function that supports the University in its information and business intelligence requirements.
- Develop and lead a high performing team capable of supporting business partners in creating and/or specifying data solutions for a range of university-wide reporting subjects, and providing meaningful recommendations based on discoveries in the data and research that will reduce risk/cost for the University and provide increased value.
- Lead University wide business intelligence reporting and analysis initiatives; ensure initiatives directly support the University’s objectives and are delivered on schedule and budget.
- Direct the scoping, prioritizing and oversight of all BI based solutions and support the ongoing improvement of data collection, management and analytics.
- Collaborate cross functionally and influence at all levels of the organization to drive successful adoption and integration of advanced analytics that leverage large disparate data sets to uncover reliable, fact-based external and internal insights for drive decision making and growth.
- Comply with relevant EEO and WHS regulations
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

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<thead>
<tr>
<th>Reports to:</th>
<th>Vice-President, Services and Strategy</th>
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<tbody>
<tr>
<td>Positions Reporting to:</td>
<td>Direct: 4&lt;br&gt;Indirect: 5</td>
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<td>Key Direct Clients:</td>
<td>Executive&lt;br&gt;Heads of Office, Heads of Dept, Senior Managers&lt;br&gt;Particular staff members in other offices or departments&lt;br&gt;Immediate team members&lt;br&gt;External contacts</td>
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<td>Other Key Relationships:</td>
<td>MQ staff in general&lt;br&gt;MQ students</td>
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<td>Budget Accountability:</td>
<td>Criminal checks</td>
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<td>Role-specific Conditions:</td>
<td>Identifies University wide current and emerging issues and develops appropriate policies, strategies and/or programs.</td>
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<td>Scope and autonomy</td>
<td>Manages significant organisational problems and/or issues and undertakes complex strategic planning and decision making.</td>
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CAPABILITY FRAMEWORK
Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<tr>
<th>COMPETENCIES</th>
<th>Attributes Personal qualities related to successful performance.</th>
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<tr>
<td>Influencing and Persuading: Building commitment by convincing others and winning them over to a particular point of view.</td>
<td>Perseverance: Persevering despite obstacles to ensure tasks are completed.</td>
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<td>Implementing Systems: Adopting a systematic and organised approach, and developing and utilising guidelines and procedures.</td>
<td>Flexibility: Responding effectively to unexpected or changing circumstances.</td>
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<td>Setting Expectations: Stating clearly what is expected from others, clearly expressing ideas, and maintaining a precise and constant flow of information.</td>
<td>Reliability: Meeting commitments and responsibilities.</td>
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<td>Delegating: Enlisting the talents of others to help meet objectives by giving them important activities and sufficient autonomy to exercise their own judgement.</td>
<td>Interpersonal Impact: Making a positive impression on others in a range of interpersonal contexts.</td>
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<td>Tracking Performance: Taking nothing for granted and persistently monitoring the progress of activities to ensure they are completed on time.</td>
<td>Resilience: Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td>Giving Feedback: Letting others know in a respectful, supportive and straightforward manner what is expected of them, how they have performed and if they have met needs and expectations.</td>
<td>Accountability: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td>Leading and Directing: Taking the lead and exercising influence when managing complex situations and/or making critical business decisions.</td>
<td>Integrity: Maintaining confidentiality, discretion and professionalism.</td>
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<td>Delivering Outcomes: Holding self and others accountable for achieving high quality and solution focused outcomes.</td>
<td>Developing Capability: Coaching, mentoring and supporting others to develop their competence and confidence for performance and growth.</td>
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### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Degree qualified in Science, Technology, Machine Learning, Engineering or Mathematics discipline or equivalent demonstrated experience.
- At least 8 -10 years of experience working in business intelligence/business intelligence/data analytics is required.
- Problem solving skills including abstract reasoning, cause/effect analysis and innate curiosity.
- Expert knowledge in querying (SQL), modelling and providing insights into data sets.
- Proven understanding and track record of modern Business Intelligence Tools.

### ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of the University’s faculty and office functions and structure.
- Knowledge of how the University works and how relevant functions across the University interrelate.

### KEY EXPERIENCE
Practical experience and exposure to specific environments or activities related to successful performance.

- Experience leading a cross-functional highly regarded team including data scientists, line-of-business experts or analytical researchers.
- Demonstrated experience in developing integrated data solutions at an organisational level.
- Demonstrated track record in successfully bridging the gap between technology and business teams and stakeholders, including ability to produce tangible and actionable insights and recommendations, and presenting to senior stakeholders in their language and appropriate formats.
- Experience developing solutions using large volumes of data, creating predictive models using BI technology/applications; and using applied statistical analysis such as regression, classification, clustering, decisions forests.
- Expert-level ability to apply and to teach others experience in business intelligence and visualization toolkits.
- Strong communication, collaboration and program leadership skills.
- Ability to prioritize, plan and manage multiple tasks/demands simultaneously.
- Experience working in a University desired.