Data Insights Analyst

College/Division	Division of Future Students
School/Section	Strategy
Location	Hobart
Classification	HEO 7
Reporting line	Reports to Senior Strategy Analyst

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint a Data Insights Analyst to the Data Analytics team which is part of the Division of Future Students. The Data Analytics team support the University to advance its strategy through data-driven decision making. The Data Insights Analyst will use their strong technical skills to analyse data, prepare models and build reports drawing from a wide variety of data sources. They will use their strong analytic and communication skills to synthesise complex analyses and data into clear and actionable insights that help the University achieve its strategic goals. **We are an inclusive workplace committed to 'working from the strength that diversity brings reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community**. **Tell us how we can make this job work for you.**

What You'll Do

- Conduct high-level research and accurate analysis to inform the University's strategic projects and business cases, including translating analytic results into clear actionable insights.
- Convert complex data and findings into clear, stakeholder specific tables, graphs, and comprehensive written reports to suit the target audience or stakeholders, including preparing analytic reports for senior executive audiences.
- Conduct routine and ad-hoc analysis for a range of stakeholders, often within tight time constraints.
- Build and maintain effective and trusting relationships within stakeholders throughout the university, including with senior management.
- Work with the Data Analytics team in building datasets suitable for reporting analysis, including identifying potential data sources to address given business problems and/or to inform strategic initiatives, including analysis of new and existing data sources and their applicability of use in solutions.
- Lead analytic projects under broad direction and be readily self-directed and proactive in managing time and tasks.
- Undertake other duties as assigned by the supervisor.

What We're Looking For (success criteria)

- Tertiary degree in Economics, Statistics, Business or related analytical field with a proven track record of making impact with data.
- A self-driven, entrepreneurial and excellent problem solver with the ability to develop creative solutions in a fast-paced agile environment.
- Demonstrated experience in analysis and problem-solving, with the ability to apply appropriate data analytics methodologies to various problems, including quantitative analysis, forecasting, market research, and/or spatial analysis.
- Excellent communication skills and the ability to translate complex technical analysis into compelling narratives that can be used to influence a wide range of stakeholders, including senior executive audiences.
- Excellent project management skills with the ability to take initiative, prioritise tasks, manage workflows and meet deadlines.
- You have demonstrated experience using either R, Python or SQL, to undertake analyses and derive insights.
- Excellent teamwork skills with the ability to help other members of your team to achieve a common goal quickly and effectively, including providing support and guidance to junior staff
- Demonstrated ability to establish and foster good working relationships with a diverse range of people and contribute to a team environment.

Other position requirements

- Some intrastate/ interstate travel may be required.

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

More information:

https://www.utas.edu.au/jobs

https://www.utas.edu.au/ourvalues

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.