

### Details

Area	Deakin Analytics & Insights
Team	Deakin Analytics & Insights
Location	Flexible, all campuses
Classification	HEW level 8
Reports to	Associate Director, Analytics & Insights

### Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

### Overview

The Senior Analyst, Analytics & Insights is responsible for ensuring that the University has access to fast and actionable insights. This position uses a range of tools, internal and external data sources and data acquisition methodologies to deliver data, reports and visualisations that underpin and inform business strategies. A customer centric approach will be applied to supporting the Analytics & Insights team in the production of assets that support recommendations to drive strategic performance and the achievement of the University's broader goals.

Reporting to the Associate Director, Analytics & Insights the Senior Analyst will:

- Deliver projects, data analysis and reports in accordance with key stakeholder requirements, planning activities and business intelligence strategies
- Assist in the maintenance of University approved data visualisation and manipulation tools
- Use data analysis tools to transform and integrate complex data to make it understandable and capable of being visualised effectively, as well as predicting trends where necessary
- Collaborate with other analysts and coordinators within the Analytics & Insights team to increase analytical capabilities and technical competency with Deakin's tools and systems and develop, integrate and promote data sources that are consistently reusable by the wider university
- Integrate multiple data sources to seek trends and analyse issues from diverse perspectives and draw sound inferences and specific challenges from information available
- Actively encourage others to question traditional assumptions, promotes ideas and review practices and policies and translate into workplace improvements
- Monitor external sources, identify underlying trends and use a range of references and professional networks to conduct specific research ensuring sustainable and inclusive results
- Develop, maintain and use a variety of systems, processes, diverse range of people and sources to gather information and gain deeper understanding and make critical strategic decisions
- Plan for and manage risks and ensures timely delivery of programs and services
- Use understanding of the client context to anticipate needs, tailor services, improve service offering and ensure a high-quality outcome by addressing client feedback and setting service standards
- Partner with key stakeholders, team leaders and subject matter experts to build Deakin's space data analytics, modelling and insights capability. Regularly assess the impact of capability initiatives and programs and refine to optimise outcomes.

### Accountabilities

- Actively engage with a diverse range of stakeholders, analyse problems and weigh up a range of options to negotiate inclusive and accessible solutions. Implement solutions, evaluate effectiveness and adjust actions as required.
- Continually evaluate progress and re-prioritises work based on changing needs and strive for excellence and effectively overcome barriers to achieve outcomes. Monitor progress and risks, adapt personal and team priorities and plans as required.
- Encourage and coach others to question traditional assumptions, review practices and policies and draw on a range of information sources to identify new ways of doing things and ways of being inclusive.
- Promote teamwork across functions to support the achievement of goals and set a positive example of achievement and inspire others to succeed with ethics.
- Actively promote and drive inclusive change using broad influencing skills to gain support and overcome barriers to generate enthusiasm about change.
- Understand and integrate perspectives held within different areas of the University and put plans in place to build collaboration. Proactively build mutually beneficial, ethical alliances and develop common goals with others.
- Use understanding of the customer context to tailor services and advice and ensure a high-quality outcome. Improve service provided through addressing customer feedback and setting service standards
- Use understanding of individuals to get the best learning outcomes for the person and organisation and take time to apply relevant learning in day-to-day operations and set high standards for performance through continuous learning.

### Selection

- Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
- Extensive experience and management expertise; or
- An equivalent combination of relevant experience and/or education/training in business information systems, modern data management platforms
- Proficiency in use of data analysis, reporting and visualisation tools

### Capabilities

- **Leads Culture** creates transparent, engaged and inspiring cultures, leads culture change.
- **Delivers Outcomes** creates clarity through governance, makes decisions that result in quality outcomes.
- **Innovates** creates an environment where creativity and innovation are valued.
- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.
- **Strategic Analysis** uses cross-disciplinary knowledge, intelligence and insights to inform future direction.

### Special Requirements

- This position may require the incumbent to occasionally work outside business hours.
- This position requires the incumbent to hold a current Working with Children Check

**Note** The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.