

Position description

Strategic Information Analyst

Department/Unit	University Planning and Statistics
Faculty/Division	Office of the Provost and Senior Vice-President
Classification	HEW Level 8
Work location	Clayton campus
Date document created or updated	8 November 2016

Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu

The Provost and Senior Vice-President is the Chief Academic Officer of the University and is responsible for: setting the university's academic strategy and priorities with view to improving the education and research performance of the university; oversight of faculties, academic related portfolios and university-wide centres and institutes; oversight of academic staffing including recruitment, development, reward and recognition, policies and procedures; strategic leadership for the delivery of academic programs; identifying and cultivating interdisciplinary areas of excellence and collaboration.

The mission of University Planning and Statistics (UPS), within the Provost & Senior Vice-President portfolio, is to support the development of strategic and operational planning and decision-making processes within Monash as set out in the University's strategy: Focus. Key objectives to ensure successful achievement of this strategy include co-ordination and monitoring of student load planning to achieve university goals and targets, monitoring and reviewing the University's performance in its core activities, and management of core university surveys providing insight into the student experience and outcomes to inform future service delivery. UPS aims to ensure decision making is evidence-based, via the provision of institutional research and analysis which supports effective strategic and operational planning and strategic decision making.

Further information regarding University Planning and Statistics may be obtained from web site: <http://www.monash.edu/ups>

Position purpose

The Strategic Information Analyst will partner with key stakeholders across the University to deliver impactful, insightful and well researched data analysis to support achievement of the University's strategic goals and effective business planning.

With expertise in data manipulation and analysis the incumbent will use contemporary methodology to respond to complex reporting requirements and use refined business insight to enhance the utilisation of the unit's data sets.

Reporting line: The position reports to the Manager, Strategic Information Analyst who will provide broad direction with a degree of autonomy

Supervisory responsibilities: Not applicable

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

1. As a subject matter expert, use applied research techniques to produce analyses and recommendations which support strategic decision making and business planning across the University
2. Collaborate with colleagues to deliver succinct and insightful briefing papers, presentations and reports to create actionable intelligence
3. Lead and support business process review projects using contemporary practice to inform and enhance the unit's data sets, reporting activities and analysis methodologies
4. Collaborate and engage with key stakeholders to identify emerging data and information needs to allow for accurate and effective decision making across the university
5. Develop, write and manage the syntax required to extract, merge and transform data from internal and external data sources to fulfil complex data requests
6. Provide high-level information analysis, forecasting and advice to the executive group on matters relating to University performance monitoring, achievement and planning
7. Contribute expertise to the University's Business Intelligence Strategy for enterprise reporting
8. Develop and sustain a deep understanding of the University profile and institutional performance against the broader higher education environment to build competitive insight
9. Contribute to a culture of accuracy, agility, collaboration and effective business partnering to build and maintain a trusted reputation throughout the university

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - postgraduate qualifications or progress towards postgraduate qualifications in a relevant field with subsequent relevant experience, or
 - extensive experience and specialist expertise in a related data analytics/ reporting / research role, or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Proficiency with: statistical analysis software packages (e.g. SPSS or R) and experience of writing syntax (e.g. SPSS, R, SQL, Python) to extract, transpose and prepare data for analysis
3. Demonstrated ability to conceptualise problems, develop methodologies and implement solutions by analysing, synthesizing and drawing valid inferences from statistical data
4. An ability to analyse, isolate and interpret business needs and develop appropriate solutions
5. Expertise in the management, data manipulation, and analysis of large complex and highly specialised data processes, relational database extracts, definitions and methodologies
6. Demonstrated understanding and evidence of implementing or contributing towards the analytic strategy of an organisation
7. Advanced written and oral communication skills, specifically the ability to translate complex data into clear and accurate analytical reports appropriate for an executive management audience with the ability to present information in a clear and concise manner using a variety of visual presentation strategies
8. Knowledge of quantitative and qualitative research design and statistical analysis techniques and their application to inform institutional /strategic decision making
9. Demonstrable commitment to working with an agile, collaborative and solution focused approach
10. Developed interpersonal skills with the ability to build meaningful relationships with stakeholders, maximise the opportunity to partner and translate analysis to ensure maximum organisational benefit

Other job-related information

- Travel (e.g. to other campuses of the University) may be required
- Out of hours work (including evenings, weekends and public holidays) may be required
- Peak periods of work during which the taking of leave may be restricted

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.