



Manager, Analytics and Reporting

Department/Unit	University Planning and Statistics
Faculty/Division	Provost and Senior Vice-President
Classification	Level 10A
Work location	Clayton Campus, Ferntree Gully Road
Date document created or updated	January 2018

Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at www.monash.edu

The **Provost & Senior Vice-President** is responsible for: setting and implementing the university's research strategy, improving the academic and research performance of the university; oversight of faculties and university-wide centres and institutes; development of academic staff employment policies and procedures that enable a high performance culture; identifying and developing new research opportunities and clusters, expanding international research collaborations and interdisciplinary areas of excellence.

The mission of **University Planning and Statistics (UPS)**, within the Provost and Senior Vice-President portfolio, is to support the development of evidence-based strategic planning and decision-making, in line with the university's strategy – Focus Monash. To achieve this we work collaboratively with our stakeholders to deliver an integrated planning framework for the university, in the planning and optimisation of student load management, to deliver core university surveys, and in the review of the university's performance and provision of analytical insights to inform future service delivery.

The vision for the **Analytics and Reporting team** within UPS is that it is a highly capable team that delivers strategic insight, contextual awareness, intellectual capability and personal motivation and drive to have a positive impact on the university's performance. The Analytics and Reporting team will provide independent, real-time, reliable, well researched and reasoned insights which inform senior leaders on major new initiatives, strategic projects, business proposals, strategies and business decisions. Supporting the business and strategic needs of the institution.

This will require the Analytics and Reporting team to establish effective working relationships with their UPS colleagues to leverage their subject matter expertise in the pursuit of delivery of an excellent service. In addition, the team will establish itself as the 'go-to' team when bespoke analysis and analytic projects are to be undertaken providing insightful analysis. The team will build strong relationships with the BI Team, Strategic Analytics Team, Admissions and Finance.

Further information regarding University Planning and Statistics may be obtained from the website: www.monash.edu/ups.

Position purpose

The Manager, Analytics and Reporting is part of the senior leadership team within University Planning and Statistics (UPS) and is accountable for delivering a responsive and proactive advanced analytical and advisory service to support the business and strategic needs of the University and provide independent, real-time, reliable, well researched and reasoned insights which inform senior leaders on major new initiatives, strategic projects, business proposals, strategies and business decisions. The incumbent will also initiate, develop and maintain strong networks with other functional areas to drive collaborative projects and cross-functional initiatives.

Reporting Line: The position reports to the Director of University Planning & Statistics

Supervisory Responsibilities: This position provides direct supervision to four staff

Financial delegation: Not applicable

Budget responsibilities: Not applicable

Key responsibilities

1. Establish credibility as an expert and strong, collaborative relationships with key colleagues across Monash, particularly within the Provost portfolio, as demonstrated by being the go-to person for research, analysis and insights to inform decision making, particularly in relation to faculty performance
2. Oversee the preparation of concise, insightful specialised briefings, reports, and correspondence which clearly articulate key insights and recommendations for senior management on highly complex issues with wide impact
3. Lead and develop a highly-trained, high performing, and motivated team of analysts with a focus on operational and service excellence
4. Establish an analytics and reporting team which collaboratively supports UPS's objectives and is proactive and responsive to the Provost portfolio and university's needs
5. Identify and deliver analytic projects which support the information needs of senior managers to ensure the team's activities are focused on strategic priorities and produce an appropriate return on investment
6. Conceptualise, recommend and implement new approaches to resolve business questions. Developing and delivering analysis and insights which have an impact
7. Provide expert advice through strategic analysis, modelling and scenario planning to ensure the university is well informed and able to anticipate and plan for change
8. Identify and implement forecasting/projection methodologies to improve the university's student load management processes
9. Lead and direct a work environment of continuous review and improvement of business practices, operational processes and service provision

Key selection criteria

This role will be critical to achieving the vision for the Analytics and Reporting team within UPS. Therefore, the skills and competencies required will reflect the key impact it will have in driving high performance through successful engagement and liaison with senior colleagues

Education/Qualifications

1. The appointee will have:
 - post graduate qualifications and extensive relevant experience in an analytics leadership role, or
 - extensive management experience and proven management expertise, or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Significant statistical analysis and technical expertise in data analytics
3. Extensive experience in leading, motivating and developing a team of professionals to achieve strategic objectives and deliver a highly responsive and proactive analytic and business insights service

4. Exceptional communication skills with the ability to provide engaging authoritative advice and effectively translate and present complex concepts and information
5. Outstanding interpersonal skills to build effective relationships with colleagues across the organisation and at all levels to influence, negotiate and facilitate the delivery of successful outcomes
6. Excellent analytical, conceptual and problem-solving skills including demonstrated ability to conceptualise, develop and translate complex business issues into creative workable solutions
7. A proven ability to synthesise large sets of data from multiple, diverse and unrelated sources and experience in the development and application of analytical business tools
8. Proven ability to act as a thought leader and change agent across their area of responsibility

Other job related information

- Travel to other campuses of the university may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which 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.