

Position Title:	Manager, Students & Markets
Position Classification:	Level 8
Position Number:	305298
Faculty/Office:	Strategy, Planning & Performance
School/Division:	Business Intelligence & Analytics
Centre/Section:	Central Unit
Supervisor Title:	Associate Director, Business Intelligence & Analytics
Supervisor Position Number:	312492

Your work area

The Strategy, Planning and Performance (SPP) division leads the development and maintenance of university wide integrated strategic plans, planning processes, initiatives and performance requirements to support the University in the achievement of its objectives and enhance the University's overall performance and reputation.

The Division will also coordinate the development of a corporate Management Information System and the provision of timely and accurate business intelligence, information, reporting and risk and legal services to support effective planning and decision making across the University.

Reporting Structure

Reports to: Associate Director, Business Intelligence & Analytics

Direct Reports: Stats & Data Analysts

Your role

The Manager, Students & Markets will lead a team that plays a significant role in developing predictive analytics to provide Faculties and Divisions with insights to support business outcomes and decision making.

Key responsibilities

- Lead a team of statisticians and data analytics practitioners
- Lead the development of analytical solutions to business problems drawing on qualitative and quantitative data
- Collaborate with Information Governance and Reporting to systematise selected cyclical and operational reports
- Write detailed reports and recommendations recognising the needs of various audiences
- Establish and impose a quality assurance and usability regime for all analytics
- Engage with clients to identify and document business insight needs (where appropriate in collaboration with IT)
- Work with IT to inform Business Intelligence and analytics technology business requirements
- Maintain a contemporary knowledge of analytics and visualisation techniques
- Advise on appropriate modelling, analytical, forecasting and visualisation techniques for decision support
- Advise on the adoption of appropriate data sets and variables for modelling, analysis and forecasting
- Support, as appropriate, the commissioning of third party analytical services
- Other duties as directed

Your specific work capabilities (selection criteria)

- Postgraduate qualifications in a quantitative discipline
- Substantial and extensive experience and skills in predictive analytics
- Excellent written and verbal communication skills and high-level consultation and negotiation skills
- Excellent planning and organisational skills and demonstrated ability to set priorities and meet deadlines
- Demonstrated ability to determine long term planning and key strategic direction
- Ability to lead and work collaboratively in a multi-team environment
- Excellent conceptual and analytical skills
- Demonstrated experience in developing, implementing and improving processes and procedures
- Extensive experience with databases, high-level Microsoft Excel skills for analysis and the ability to manage data collections.

Special Requirements

NA

Compliance

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Equity and Diversity

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at

http://www.hr.uwa.edu.au/publications/code_of_ethics, <http://www.equity.uwa.edu.au>