



POSITION DESCRIPTION

Faculty of Architecture Building and Planning
Budget Division

Senior Analyst, Business Intelligence

POSITION NO	0034015
CLASSIFICATION	PSC 8
SALARY	\$99,199 - \$107,370 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Raymond Kee Tel +61 3 8344 5092 Email keer@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Senior Analyst, Business Intelligence is a key member of the Planning and Finance team within the Faculty of Architecture, Building and Planning. Reporting to the Manager, Planning and Finance, the role will contribute actively to business planning and help drive the business intelligence agenda within the Faculty.

The Senior Analyst, Business Intelligence Manager works under broad direction and utilises a wide range of analytical tools and datasets to identify business needs and recommend solutions that enable the Faculty to achieve its operational and strategic goals. The role delivers the modelling and analysis that underpins business planning, workforce planning, market research, institutional reporting and continuous improvement initiatives.

The Senior Analyst must be able to interpret and analyse datasets such as students, staffing, research, finance, teaching and learning, engagement, space data, and internationalisation. A strong understanding of the competitive environment and competency in analysing performance against internal and external information to build competitive insight is required. To this end, the role is expected to communicate information and reporting of high value on a regular and timely manner to support decision-making demands.

While the incumbent is expected to be highly skilled in data analytics and the associated tools, the role requires thinking from a business perspective as the role will work closely with key stakeholders to critically assess operations, identify and test opportunities for improvement and growth, and propose solutions.

1. Key Responsibilities

- ▶ Support the Manager, Planning and Finance and Faculty leadership in enhancing business intelligence competency across core activities such as the business planning, workforce planning, risk management, process re-engineering, policy development, and management reporting.
- ▶ Spearhead the development of business metrics, cross-functional databases, reporting literacy and best practices in using and interpreting available data (including scenario analysis, automated reporting solutions and executive dashboards) to help build a culture of evidence-based decision making to support the Faculty's strategic priorities.
- ▶ Collate, interpret and analyse internal and external datasets to produce meaningful insights, which informs divisional operations, business planning, budgeting and forecasting activities linked to the University's planning and performance framework.
- ▶ Monitor and report against business improvement plans and targets arising from the annual planning and performance cycle, as well as design and implement a divisional framework for data-based course and academic reviews.
- ▶ Collaborate with the Manager, Academic Support Office (ASO), in managing the Faculty's Student Scenario Modelling (SSM) function and the forecasting of student load, and teaching and learning revenue.
- ▶ Act as the primary contact for liaising with Chancellery Finance pertaining to SSM submissions and reporting; and from time to time, represent the Faculty at working groups relating to business intelligence matters.

- ▶ Coordinate the Faculty's participation in institutional data collection (such as UniForum and University Transparent Costing Model) and essential reporting activities including collection, validation and quality assurance of the Faculty's submission, stakeholder engagement, information dissemination, ensuring submissions are always timely and in accordance with published guidelines.
- ▶ Provide internal consultancy and project services to managers and senior Faculty leadership to support major curriculum reviews, evaluation of teaching and research performance, revenue generation initiatives and institutional benchmarking that informs the Faculty's strategic activities and Business Plan.
- ▶ Contribute to the development and implementation of an effective academic workload framework including analysis, monitoring and review.
- ▶ Work collaboratively with University Services and business intelligence experts across the University to ensure the provision of high quality data, reporting and project services to the Faculty, to ensure best practice is established and the ongoing development of the BI platform meets the needs of the Faculty.
- ▶ Undertake and deliver ad-hoc data collection, business analysis and reporting, as directed by Manager, Planning and Finance.
- ▶ Contribute to the enhancement of services provided by the Planning and Finance team

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Postgraduate qualifications in a relevant discipline and/or equivalent mix of education and significant relevant experience.
- ▶ Extensive experience in contributing significantly to business planning and the effective application of business intelligence within a complex environment.
- ▶ Demonstrated skills and experience in qualitative and quantitative analysis including financial modelling, scenario and sensitivity analysis, performance measurement, institutional analysis and benchmarking.
- ▶ Highly developed skills in producing quality management reports and business cases as well as developing new reports, executive dashboards and process maps.
- ▶ Highly advanced skills in Excel (including VBA), database and business intelligence tools.
- ▶ Demonstrated skills in leading continuous improvement, and the ability to recommend appropriate solutions to complex, multi-disciplinary problems.
- ▶ Excellent interpersonal skills with the ability to work effectively as a team member.
- ▶ Strong organisational and planning skills with demonstrated ability to prioritise competing demands and meet tight deadlines.

2.2 DESIRABLE

- ▶ Experience in the tertiary education sector
- ▶ Experience in Oracle Enterprise Systems, such as Oracle Business Intelligence, Oracle Finance and Hyperion.
- ▶ A sound understanding of SQL scripting

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Senior Analyst, Business Intelligence must be able to perform at a high level of autonomy in delivering agreed scope of services and projects under the broad direction of the Manager, Planning and Finance. The position will seek advice and support from the Manager, Planning and Finance where there are matters that may escalate or have implications beyond the immediate issues.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Senior Analyst, Business Intelligence is expected to solve complex problems and contribute to collective decision making involving cross-functional collaboration. The ability to respond expediently, exercise sound judgement and to think outside the box in developing plans, business cases and/or improvement programs is essential. Well-developed analytical and interpersonal skills will also be key attributes required.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

A comprehensive knowledge and understanding of the Faculty's business and strategic plans, policies and procedures, operations, academic programs, research, engagement, staffing profile, and resourcing is required. A detailed understanding of the University policies, systems and strategic objectives is necessary.

The position also requires a thorough knowledge and understanding of the external influences, and factors that impacts the goals of Faculty and the broader University.

3.4 RESOURCE MANAGEMENT

The position does not hold any direct resource management accountability, but Faculty managers and the Faculty leadership will use the advice, data and reporting provided to inform budgeting, planning and resource management decisions.

3.5 BREADTH OF THE POSITION

- ▶ The incumbent is required to understand the full range of Faculty activities relating to teaching and learning, research, engagement, and financial management.
- ▶ The position responsibilities covers student load and revenue forecasting, reporting, business analytics, data collection and interrogation, desktop research and process improvement initiatives.
- ▶ Together with the Manager, Planning and Finance, the position has broad responsibility to help develop the Faculty's business intelligence framework
- ▶ The position interacts with a broad range of University and Faculty staff. Delivery of tasks will regularly involve liaison with Faculty managers and senior academics; as well as with University stakeholders such as Chancellery Finance and the Business Intelligence and Reporting Unit (BIR). Regular collaboration with analysts in other Academic Divisions will also be common.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 BUDGET DIVISION

The Faculty of Architecture, Building and Planning is the leading educational and research institution in the Asia-Pacific region addressing the design and realisation of inhabited environments. It actively seeks to extend the linkages between education, research and practice in the built environment, and maintains excellent and extensive relationships with members of the built environment professions, government, professional associations and the wider community.

The Faculty has nearly 200 staff and approximately 3000 students, one third of whom are international. It is responsible for the undergraduate Bachelor of Environments degree, and offers majors in architecture, landscape architecture, property, construction, and urban design and planning.

The Faculty's graduate school, the Melbourne School of Design teaches accredited masters courses across the professional disciplines of Architecture, Construction Management, Landscape Architecture, Property, Urban Design and Urban Planning.

The MSD is distinctive from its competitors in its aim to inspire learning through interdisciplinary reflection, and its integration of research, teaching, and practice around the environmental implications of all forms of urbanisation. With opportunities to engage in advanced studio and seminar-based learning and research, MSD students develop new perspectives, critical reflection, and modes of action to address the environmental, social and aesthetic challenges in producing sustainable centres of habitation, locally and internationally. Students can take part in field trips, which examine the global context of habitable environments.

The Faculty has an international reputation for excellence in research and research training and is a leader in built environment and urban research. Faculty staff are actively engaged in collaborations and partnerships both locally and globally, to produce research that responds to major social, economic and environmental challenges, as well as fundamental research into the built environment in Australia and the Asian region. Our researchers address key issues, such as mitigation of natural disasters, climate change, sustainability, the future of cities, population growth and urban density. We lead debate in many of these areas. We also contribute definitive knowledge and understanding of the history, conservation and heritage of the built and natural environment, built environment practice and management, urban morphology and design research. The Faculty draws its research strength in part from its capacity to work in the multidisciplinary frame of its various built environment disciplines, as well as with colleagues in health, engineering, education, history and social sciences.

Through the MSD, we provide the highest quality research training environment, attracting the best and brightest future researchers in our disciplines from around the world. PhD and MPhil students have access to innovative professional development programs and generous funding support, along with excellent facilities and resources. Our PhD and MPhil graduates are well-rounded professionals, critical thinkers and future research leaders.

We have built strong research foundations by valuing and developing our people, rewarding excellence, and fostering a culture of enquiry, creativity and outstanding scholarship.

More information about ABP / MSD can be found at: <http://msd.unimelb.edu.au/>.

6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.3 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>