Infrastructure Services
University Services

Data Analyst

POSITION NO	0043306
CLASSIFICATION	PSC 7
SALARY	$88,171 - $95,444 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 Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Steve Lake Tel +61 3 8344 6000 Email srlake@unimelb.edu.au *Please do not send your application to this contact*

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

Position Summary

Reporting to the Asset Performance Manager, this role will be responsible for the establishment and ongoing implementation of a comprehensive data platform. The role will manage and deliver data insights for the University; focussing on asset performance, covering buildings, utilities / services, sustainability and grounds. The role will involve working across a number of teams within Campus Services. The role will involve engaging and consulting with key stakeholders to develop, collect and analyse asset performance data; and prepare reports for Senior Management.

1. Key Responsibilities

▸ Source, extract, compile and merge data from multiple sources, review data to assess quality, and identify gaps. Troubleshoot issues with data import and export routines and with the resulting datasets. Where gaps exist, develop procedures to generate new data sources.

▸ Explore, manipulate and perform quality control on a wide variety of data and analyses. Review for quality, analyse and document the content and structure of data from a variety sources, including but not limited to billing data, survey data, energy usage data, demographic data and weather data. Build models based on these datasets.

▸ Take responsibility for providing data for various reports (annual reports, attainment to plan). Document, report and present analysis results clearly and concisely, including presenting data in graphs and charts, describing approaches used to derive results, and interpreting the results.

▸ Work with a variety of data sources, including utilities data, to develop trends and opportunities for improvement; to provide quantitative data for business cases, measurement and verification.

▸ Provide financial analysis assistance in the procurement process.

▸ Undertake Life Cycle Analysis for projects.

▸ Design and develop processes to implement automated approaches for data handling and quality review tasks.

▸ Work effectively across a number of areas within Campus Services.

▸ Comply with all University policies and procedures, including OHS / risk management, tendering and contractor management.

2. Selection Criteria

2.1 ESSENTIAL

▸ Graduate qualification or progress towards graduate qualifications in economics, statistics, mathematics, engineering, or related research discipline required coupled with extensive relevant experience or an equivalent combination of relevant experience and/or education/training.

▸ Proficiency in quantitative analysis.

▸ Proficiency in Microsoft Excel and statistical analysis software packages.

▸ Familiarity with computerised asset management systems (Maximo or similar).

- Financial analytical skills (i.e. NPV, discounted payback, sensitivity analyses, etc.).

- Proficiency in the visual display of information for reports and presentations.

- Ability to deliver insights from complex data sets.

- Strong interpersonal and communication skills, both written and verbal, including the ability to produce high quality written reports.

- Excellent organisational skills, the ability to prioritise and manage time effectively.

- Demonstrated ability to operate independently with sound judgement and a high level of initiative to formulate, develop and implement new ideas.

- Excellent problem solving and conceptual skills with a practical 'can do' approach.

- Demonstrated ability to build and maintain productive relationships both internal and external to the organisation, including the ability to build consensus and influence in negotiations across a broad audience.

- Demonstrated ability to provide high-level advice, capacity to review and analyse systems, processes, policies and procedures, and to recommend effective improvements.

2.2 DESIRABLE

- Experience working within a University or similar large and complex organisation.

- A current Victorian driver's licence.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Data Analyst will operate under the broad direction of the Asset Performance Manager, with a high level of independence in performing day-to-day duties and in developing and implementing a comprehensive data platform.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Data Analyst will be required to solve complex problems with a mature judgement and liaise across a wide range of University departments with discretion. The Data Analyst must have the ability to resolve problems quickly and effectively with the least disruption to normal University activities.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

A thorough understanding and appreciation of facilities in a University or similar organisation will be highly regarded. The position requires good knowledge and experience in the facilities management field, as well as the ability to manage projects in a busy office environment with other staff. The Data Analyst must have a well-developed ability to manage several tasks simultaneously and to organise priorities accordingly.

3.4 RESOURCE MANAGEMENT

The Data Analyst position does not involve any direct financial management responsibilities.

The Data Analyst will have responsibility for a pre-allocated budget for designated activities.

3.5 BREADTH OF THE POSITION

The Data Analyst has a critical role in leading the establishment, and ongoing implementation of a comprehensive data platform. The role must have the ability to communicate effectively and with discretion at all levels within the University community and be able to navigate a wide range of procedures, identifying specific solutions with varying degrees of complexity.

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 deserve to service 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/topics/responsibilities/

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

6. Other Information

6.1 ORGANISATION UNIT

https://staff.unimelb.edu.au/about/university-services/infrastructure-services

Infrastructure Services

Infrastructure Services provides a single point of contact for IT and campus facilities operationally focused support services.

We contribute to the University's mission by delivering efficient, sustainable, competitive, innovative and safe campus facilities and information technology services.

Our portfolio is organised into six service clusters: Client Services, Campus Services, Research Platform Services, Space Management, Applications Management and Technology Management.

The Client Services group manages client relationships across the University for IT and facilities services. This includes the service centre, onsite support and relationship management teams. For further information, please contact your faculty, school or department's Relationship Manager.

Research, Technology, and Application Management provide robust, future ready, applications and infrastructure platforms to enable world class teaching, learning, and research.

Campus Services and Space Management provide safe and effective use of physical assets and effective utilisation of university spaces via sustainable facilities asset management, solution design, facilities project governance, advice and consultancy.

6.2 BUDGET DIVISION

https://staff.unimelb.edu.au/about/university-services

University Services

The operational needs of staff and students — whether finance and HR, property services, marketing and other important support functions – are delivered by the University Services team.

What we do:
- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Project Services
- Research, Innovation and Commercialisation
- University Procurement Services
- University Services Operations

6.3 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.

6.4 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.

6.5 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