



THE UNIVERSITY OF
MELBOURNE

POSITION DESCRIPTION

Science Secretariat
Faculty of Science

Business Analyst

POSITION NO	0034221
CLASSIFICATION	HEW 7
SALARY	\$85,189 - \$92,216 (per annum)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed term to Dec 2017
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	Claire Hausler Tel +61 3 9035 7994 Email chausler@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 Business Analyst is a key member of the Business Projects and Analysis team. The role contributes proactively to the Faculty business and planning process and has responsibility for identifying information sources and interpreting data sets to underpin this process.

The Business Analyst is also expected to contribute to core projects across the Faculty. The role will require strong skills in business planning and analysis, data acquisition and manipulation and a proven history of successful collaboration and consultation around complex, multi-faceted projects.

1. Key Responsibilities

1.1 BUSINESS PLANNING AND ADVICE

- ▶ Contribute to the development of business and strategic plans for the Faculty as a key member of the Business Projects and Analysis team; including facilitating use of business metrics tools and datasets.
- ▶ Provide advice on trends observed, including in other faculties and universities, and on risk factors in decision making.
- ▶ Identify information sources and bring together data that may contribute to the development of Faculty policy and decision making.
- ▶ Provide business advice on student load, finance, research metrics and space utilisation as required to inform discussions and actions by Faculty committees and executives.
- ▶ Represent the Faculty to other stakeholders through professional presentation of statistical analysis and business plans that underpin the Faculty's strategic direction and policy development.

1.2 DATA ANALYSIS

- ▶ Interpret large datasets and offer trend analysis to help improve outcomes in teaching and research.
- ▶ Guide Schools in the collection and analysis of data relating to their teaching and research activities.
- ▶ Assist Schools by providing access to, and gain an understanding, of University datasets.

1.3 PROJECT LEADERSHIP

- ▶ Lead and support projects and project analysis with financial/business impact across the Faculty. This may include defining and documenting issues, comparing practices across other areas of the University, investigating options, making recommendations to Faculty level committees and/or senior staff and following up on agreed actions. This will require working independently on smaller scale projects and as part of a project team on large scale projects with other stakeholders within and external to the Faculty.

1.4 OTHER

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Postgraduate qualifications or progress towards postgraduate qualifications (preferably in finance) and extensive relevant experience; or equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated extensive experience and expertise in data collection, analysis and reporting from enterprise systems.
- ▶ Demonstrated ability to provide informed recommendations and advice supported by integrated data sets.
- ▶ High level written and communication skills including demonstrated ability to write clear, concise reports on analysis findings.
- ▶ Demonstrated outstanding interpersonal skills, including the experience advising senior stakeholders.
- ▶ Strong organisational skills, effective time management and strong attention to detail. Ability to self-motivate and demonstrated initiative in following through on a range of competing tasks. Evidence of prioritising workloads to meet tight deadlines.
- ▶ Demonstrated quantitative and financial skills, including some experience modelling and in scenario and sensitivity analysis.
- ▶ Demonstrated ability to work effectively as a member of a team, and display a commitment to providing outstanding quality service.

2.2 DESIRABLE

- ▶ Experience in tertiary education as well as an understanding of current issues in university funding and teaching and learning.
- ▶ Experience with a BI tool, preferably Oracle OBIEE or Microsoft PowerBI.
- ▶ Experience in business plan development and risk analysis for large scale programs, projects or initiatives.
- ▶ Experience in a project team or project-based working environment.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent reports to the Manager, Business Projects and Analysis and will work closely with members of the Business Projects and Analysis team, to contribute to the development of strategic and business plans, and provide data analysis to assist with decision making. The incumbent is required to work and liaise with School Heads and Managers, as well as members of the Faculty Executive in providing guidance, input and data on a range of projects and business planning cycle requirements. These activities require a marked degree of initiative and independence, as well as high level responsiveness to requests for data and other information. The incumbent will work collaboratively with members of the Science Secretariat, Schools and stakeholders external to the Faculty.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Business Analyst will support projects with financial/business impact across the Faculty. They will be required to identify and analyse alternative solutions to complex problems that may require modification of existing systems or recommendation of new policies and strategies.

The ability to exercise mature judgement is essential, as is the capacity to contribute to collective decision making in the context of a senior management team. The ability to present cogent arguments and to gain respect and confidence from a wide range of staff is essential. The incumbent is required to achieve objectives within complex organisational structure. The incumbent is expected to work with staff across the University to develop and recommend suitable solutions. Initiative, excellent negotiation skills and sound judgement are essential attributes.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

A comprehensive knowledge of faculty and university policies and procedures is required. The nature of the position also necessitates a broad knowledge of the Commonwealth Grant Scheme, Higher Education Contribution Scheme, and national research funding schemes.

3.4 RESOURCE MANAGEMENT

Although the incumbent does not have direct responsibility for budgets, they are required to provide high level advice to senior stakeholders to inform decision making and planning.

3.5 BREADTH OF THE POSITION

The incumbent is responsible for a wide range of tasks, ranging from project management, to data collection and specialised analysis. The incumbent is required to understand the full range of University activities of teaching and learning, research, knowledge transfer and administrative support services.

The position develops interactions with a broad range of University, Faculty and School staff, including managers and senior academics.

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 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 BUDGET DIVISION

<http://www.science.unimelb.edu.au>

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia.* Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 50,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs and home to numerous Centres.

Science manages more than \$290 million of income per annum, with a staff base in the order of 270 professional staff, and more than 580 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 8,600 undergraduate and 2,440 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately \$70 million in HERDC income per annum. The

Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately \$56 million. The annual income from the endowment supports more than 120 prizes, scholarships and research awards.

*Figures from the latest available data for 2015, including published international rankings data.

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>