Position description

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Position title:	**Senior Business Intelligence Analyst**
School/Section/VCO:	**Finance**
Campus:	**Berwick or Mt Helen Campus. Travel between campuses will be required.**
Classification:	**Within the HEW 7 Level range**
Employment mode:	**Continuing appointment**
Probationary period:	**This appointment is offered subject to the successful completion of a probationary period.**
Time fraction:	**Full-time**
Recruitment number:	**849109**
Further information from:	**Mr Richard Harris, Director, Finance** **Telephone: (03) 5327 9715** **E-mail: richard.harris@federation.edu.au**
Position description approved by:	**Mr Richard Harris, Director, Finance**

This position description is agreed to by:

_____   _____   _____

Employee name   Signature   Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by:	Director, Human Resources		Original Issue:	01/11/2009
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Position summary

This position supports the University's operational performance providing analysis, advice and information allowing senior stakeholders to make informed decisions ensuring government reporting and compliance remains.

This position will be responsible for:

- Participating in projects to improve information through datasets, software, modelling, forecasting and improved data visualisation.

- Working with key stakeholders to scope, provide insightful analytics, writing reports, preparing high quality visualisation drawn from a number of data sources to ensure the results can be used for strategic decision-making purposes.

- Supporting the development and implementation of metrics and proactive reporting to maximise student retention as the University further develops and enhances its Business Intelligence systems.

- Contribute to the design and implementation of a revised Program Performance Reporting framework and data portal, to assist the University to refine its program offering in line with the strategic plan 2018-2022.

- Continue to drive improvement and to develop a new process around new and existing program development, particularly pulling together a range of datasets (internal/external) to identify potential program growth/weakness in demand.

- Design reporting objects utilising the Universities Data Infrastructure, to incorporate sector data and provide trend analysis and predictive analytics around domestic and international HE/VET program demand and in particular demand within and around our catchment areas.

- Working in conjunction with the Reporting and Compliance team, provide input into an independent point of Verification for all external government data reporting.

Key responsibilities

1. Support the University's management functions by working with clients to scope requests, defining the problems, extracting data accessing the University's data Infrastructure, analyse, checking results with clients and then preparing data visualisation using appropriate technology (Such as SPSS, Tableau, MS Power BI and Sharepoint etc).

2. Lead the preparation and analysis of data in support of a range of standard and occasional institutional projects relating to market demand, program performance and student retention. This includes QILT, GUG, VTAC, NCVER, et al.

3. Undertake research using available datasets (internal/external) modelling and forecasting for regular reporting and projects.

4. Contribute to continuous improvement, learning and innovation and ensuring deadlines are met.

5. Provide a range of advice and support relating to data analysis, cleaning and validation for analysis and performance reporting. This includes providing an independent point of Verification for all external government submitted data.

6. Using the University's Data Infrastructure, provide meaningful data analysis, forecasting, implementation of predictive analytics, reports, presentations and recommendations in relation to a range of topics including (not limited to) student retention, load planning and progression, completion, admission data.

7. Gather and prepare information required by a range of government departments, including but not limited to the Australian Bureau of Statistics, My Universities, TEQSA etc.

8. Develop and document significant procedures relating to this position, ensuring relevance and currency consistent with the Planning, Analytics and Reporting Team's agreed documentation standards.

9. Contribute to cross team collaboration and stakeholder engagement, particularly providing cross functional Team support, as required.

10. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: https://federation.edu.au/about-us/our-university/strategic-plan.

11. Undertake the responsibilities of the position adhering to:

    - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
    - Equal Opportunity and anti-discrimination legislation and requirements;
    - the requirements for the inclusion of people with disabilities in work and study;
    - Occupational Health and Safety (OH&S) legislation and requirements; and
    - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

Under broad direction of the Manager, Business Intelligence, the position will have latitude to develop/refine database design, maintenance and reporting in relation to student load data repositories, ensuring accuracy at all times.

As the position will communicate and negotiate with clients, analysis and modelling and preparing reports/submissions with recommendations, it is expected the position will have a good understanding of database design and development in order to develop appropriate reports, and conduct analyses, present results and be able to validate the data.

The position requires a reasonable level of understanding of the multi-sector perspective and understanding of key issues in VET and HE.

The position covers a range of data management and reporting processes relating to performance monitoring of the University's VET and HE training delivery. The position is expected to work as an effective key part of the Planning, Analytics and Reporting Team in its support of the planning and reporting functions of the University as a whole.

Training and qualifications

Completion of a relevant degree with at least four years subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.

Position/Organisational relationships

The Senior Business Intelligence Analyst reports directly to the Manager, Business Intelligence. In the provision of services, the position will be required to work collaboratively with other members of Planning, Analytics and Reporting Team, and with Academic and Administrative portfolios.

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Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Completion of a relevant degree with at least four years subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.

2. Demonstrated knowledge of the Higher Education and/or the Vocational Education and Training sectors in Australia.

3. Demonstrated expertise/competence using statistical software, such as SPSS, Tableau and Microsoft Product Suite to analyse large datasets specifically how this experience applys to visualising, presenting and reporting information in a fit for purpose, easy to understand, attractive and highly targeted reports/presentations for a range of stakeholders.

4. Demonstrated strong data analysis skills including data extraction, cleansing, development/maintenance of databases and data repositories, combined with the ability to interpret findings.

5. Demonstrated teamwork, collaboration, investigation, thinking and problem solving skills – showing accountability and innovation in a fast paced environment.

6. Proven ability to undertake reporting process improvements by ensuring contemporary practices in data management and reporting are utilised to provide distribution of accurate, timely and concise reports.

7. Demonstrated communication, customer service, stakeholder management, ability to engage pro-actively, consult with a broad range of internal and external people.

8. Demonstrated organisational skills with a focus on attention to detail with the ability to work autonomously and collaboratively to achieve results with competing deadlines.

9. Demonstrated ability to create and maintain standards, procedural and reporting documentation related to database maintenance and reporting methods, submissions and solutions.

10. Demonstrated alignment with the University's commitment to child safety.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.