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| **Position Description** |

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| **Data Analyst** | |
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| **Position No:** | New |
| **Business Unit:** | Chief Operating Officer |
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| **Division:** | Finance, Procurement & Data Analytics |
| **Department:**  **Classification Level:** | Business Partnering and Reporting  HE06 |
| **Employment Type:** | Full Time, Continuing |
| **Campus Location:** | Campus Independent |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

**Position Context/Purpose**

This position will provide support for effective planning support, data insights and analysis provided by the Data & Analytics team. The primary responsibilities of this position is to provide relevant information to inform decision making, produce relevant reports to support business decisions and provide advice to colleagues across the Office of the Provost, Education and Student Success portfolios.

**Duties at this level will include:**

* Advising on the analysis and interpretation of data, identify trends and test solutions, sources additional related information where appropriate, and reports on progress, to support the resolution of issues/problems.
* The ability to investigate, interpret or evaluate information where considerable interpretation of existing regulations, policies or procedures is required.
* Performing tasks/assignments which require proficiency in the work area's existing rules, regulations, processes and techniques and how they interact with other related functions, and adapts those procedures and techniques as required to achieve objectives without impacting on other areas.
* Appling appropriate expertise and uses judgement to make decisions where solutions are not obvious, to deliver professional services to meet customer requirements.
* Generating original ideas and innovative solutions through the provision of specialist know how and advice as appropriate.
* Ensuring professional and quality service standards are maintained and applied within own area of activity.

**Essential Criteria**

**Skills and knowledge required for the position**

* A Degree in Business / IT / Data Science with subsequent relevant experience to consolidate the theories and principles learned, or extensive experience, leading to either the development of specialist expertise or to the development of broad knowledge, in technical or administrative fields, or an equivalent alternate combination of relevant knowledge, training and/or experience.
* Demonstrated depth or breadth of expertise developed through extensive relevant experience and application.
* Demonstrated ability to gain a conceptual understanding of relevant policies, procedures or systems and interpretation in the application of policy and/or precedent.
* Ability to innovate and take responsibility for outcomes.
* Demonstrated ability to set priorities and monitor workflows within own area of responsibility.
* Knowledge in Data visualisation technlogies I.e. Power BI and SAP will be highly regarded.
* Demonstrated ability to gain a conceptual understanding of relevant policies, procedures or systems and interpretation in the application of policy and/or precedent.
* Ability to innovate and take responsibility for outcomes.
* Demonstrated ability to set priorities and monitor workflows within own area of responsibility.
* Demonstrated experience managing the activities of self and/or others including coaching, motivation and performance management.
* Proven experience and success in managing staff performance and development.

**Capabilities required to be successful in the position**

* Ability to demonstrate self-awareness, see things from another person’s perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
* Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
* Ability to think creatively, explore new ideas and respectfully challenge existing practices in order to improve current ways of working.
* Ability to implement improvements to local processes.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

**Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

**Why La Trobe:**

* Develop your career at an innovative, global university where you’ll collaborate with community and industry to create impact.
* Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
* Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you’ll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you’ll always have the opportunity to succeed and make a difference.

**La Trobe’s Cultural Qualities:**

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For Human Resource Use Only

Initials: Date: