# SENIOR LEARNING ANALYTICS SPECIALIST

**DEPARTMENT/UNIT**              Impact Education

**FACULTY/DIVISION**             Deputy Vice-Chancellor and Vice-President (Education)

**CLASSIFICATION**              HEW Level 9

**DESIGNATED CAMPUS OR LOCATION**   Clayton campus

## ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The **Portfolio of the President and Vice-Chancellor** provides executive management and strategic advice to the Vice-Chancellor, leadership in the management and delivery of key strategic and cross-portfolio initiatives and University level governance. The portfolio is responsible for managing the University's global campuses, partnerships and affiliations, and is accountable for:

- External relations management
- Coordination of special events arranged on behalf of the Chancellor and the Vice-Chancellor
- Leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates

The **Deputy Vice-Chancellor and Vice-President (Education)** leads Monash University's integrated approach to education, framed by the Monash University Focus Monash Strategic Plan www.monash.edu/about/strategic-direction/strategic-plan, and partners with Faculties and divisions to shape and deliver the University's education agenda. The portfolio is responsible for: Indigenous education and strategy, learning and teaching, social inclusion, strategic course development, student academic experience, academic course governance, education policy and quality.

The role of the **Impact Education** team is to lead the design, development and implementation of a whole-of-university approach to learning analytics, and evidence based initiatives to support all aspects of education, teaching and learning. Impact Education provides broadly-based educational data analysis capacities to the Monash University community across the full scope of the activities of the Portfolio of the Deputy Vice-Chancellor (Education), with a particular focus on continued excellence in learning, teaching, assessment, and the student experience.

## POSITION PURPOSE

The Senior Specialist Learning Analytics, applies high-level data-driven expertise to provide strategic advice, guidance, and training services in order to support the continual improvement of teaching and learning University-wide. The position is responsible to lead the design, implementation, review and refinement of Monash University learning analytics capabilities and services.

The position holder will enable a whole-of-University approach to learning analytics, and make a vital contribution to teaching, assessment and student experience, through the use and application of current and future methods in data science and analytics.

The position works closely with senior leadership within the portfolio of the Deputy Vice Chancellor (Education), Faculty Education teams, Data Engineering services (eSolutions), the Centre for Learning Analytics and students, both in Australia and internationally, to deliver fit-for-purpose learning analytics capabilities University-wide.

The Senior Specialist is responsible for the development and implementation of plans, policies, processes and KPIs to support the strategic plans and success of the Deputy Vice Chancellor (Education).

**Reporting Line:** The position reports to the Director, Educational Enhancement

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

1. Based on expert insight, lead the design, development, and implementation of learning analytics capabilities that align with University Education priorities and meet the needs of students and staff, and the broader community

2. Lead the provision of reputable and responsive learning analytics services to ensure a consistently high quality of student learning, teaching, assessment, and experience across the University

3. In partnership with students, develop and promote student-facing learning analytics, so as to provide highly effective, inclusive support for students' educational goals and experiences University-wide

4. Ensure the provision of high-quality, engaging training, guidance and support relating to learning analytics to the University community

5. Advise the Director, Educational Enhancement, the Pro Vice-Chancellor (Academic), senior executives and stakeholders on contemporary educational practices and research evidence in key areas of responsibility

6. Initiate, develop and maintain strong collaborations within the portfolio of the Deputy Vice Chancellor (Education) across faculties, and central divisions, including through partnerships and initiatives

7. Be responsible for the review and evaluation of learning analytics capabilities and services, to ensure sustained and widespread adoption, impact, and continuous improvement

8. Contribute to overall strategic planning within the Portfolio of the Deputy Vice Chancellor (Education), particularly with regard to learning analytics, learning and teaching quality, and educational impact

9. Other duties as directed from time to time

## KEY SELECTION CRITERIA

**Education/Qualifications**

1. The appointee will have:

   - Postgraduate qualifications and extensive, relevant experience; or
   - an equivalent combination of relevant experience and/or education/training.

**Knowledge and Skills**

2. High-level expertise in, and experience of, the design and development of learning analytics capabilities, including end-to-end project management and provision of authoritative, expert advice and support at a high level

3. Outstanding computer programming, data, analytical and problem-solving skills

4. Demonstrated successful experience in coordinating strategic educational programmes, initiatives, or activities, preferably in a tertiary education context

5. A solution-oriented, positive outlook, with advanced skills in planning and organisation, teamwork, interpersonal communication and stakeholder engagement

6. Demonstrated successful experience in developing and delivering stimulating and engaging training, guidance, and support in relation to educational data

7. Superior interpersonal and communication skills with the ability to effectively communicate and present strategy and complex information

8. Highly-developed relationship management and consulting skills, including the ability to interact, influence and collaboratively design with a wide range of stakeholders

## OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.