

POSITION TITLE	Strategy & Insights Analyst
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COLLEGE/DIVISION	Division of the Vice-Chancellor
SCHOOL/SECTION	Strategy & Marketing
CAMPUS	Sandy Bay
CLASSIFICATION	HEO 8
DATE	November 2019

POSITION SUMMARY

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a University that is values-driven, relational, diverse, and development-focused.

The Strategy & Marketing team sits within the Division of the Vice-Chancellor and provides strategic and operational leadership in relation to the development and implementation of the University's planning and institutional performance activities, ensuring alignment with the University's vision, mission and goals.

Reporting to the Advisor, Strategy & Planning, the Strategy & Insights Analyst will conduct high-level research and analysis to support and inform the University's strategic activities. The incumbent will utilise analytical expertise to help deliver a broad range of projects and champion analytics and data acumen across the institution. The position will also prepare the University's international rankings submissions and provide analysis of institutional international rankings performance.

We are an inclusive organisation that works from the strength that diversity brings. We are dedicated to attracting, retaining and developing our people and are committed to our equity and inclusive principles and celebrate the range of diversity assets which gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community.

POSITION RELATIONSHIPS

Supervisor	Advisor Strategy and Planning
Direct reports	Nil
Other	<p>The incumbent must interact in an effective way with:</p> <ul style="list-style-type: none"> • Other members of the Strategy and Marketing team • Academic and professional staff across the University • Chief Strategy Officer • College Executive Deans, School Deans and Institute Directors • Provost and staff within the Academic Division • Other members of the senior executive team • Individuals and groups outside the University, in local, national and international communities

KEY ACCOUNTABILITIES

1.	Conduct high-level research and accurate analysis to support and inform the University's strategy.
2.	Convert complex data and findings into understandable tables, graphs, and written reports to suit the target audience or stakeholders.
3.	Build and maintain effective and trusting relationships with key stakeholders including reference groups, Executive Deans, senior managers, staff and students.
4.	Prepare the University's international ranking submissions and provide analysis of the University's international rankings data and performance including briefing notes and reports.
5.	Be strongly involved in building a network of data capability across the institution.
6.	Assist the business with the provision of ad-hoc data and formal reports, distil the meaningful insights from data and effectively convey this to different audiences.
7.	Support the delivery of other strategic projects as required.

DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

The Strategy & Insights Analyst will receive broad direction from the Advisor, Strategy & Planning and is expected to exercise a high degree of autonomy. The incumbent is expected to use their initiative and provide advice across a broad range of areas.

POSITION CRITERIA

Essential Requirements

1. An inquisitive and proactive attitude.
2. Demonstrated ability to establish and foster good working relationships with a diverse range of people and contribute to a team environment.
3. Excellent project management skills with the ability to take initiative, prioritise tasks, manage workflows and meet deadlines.
4. Demonstrated ability to convert complex data and findings into understandable tables, graphs, and written reports for a varied audience.
5. Excellent teamwork skills with the ability to help other members of your team to achieve a common goal quickly and effectively.
6. Demonstrated ability to take initiative and problem solve and proactively identify quality improvements. Using PowerBI, Tableau, Excel, SQL, R and whatever else you will need to gather and analyse data to develop insights and inform decisions.

Desirable Attributes

1. Ability to apply statistical techniques for data analysis.

WORKPLACE HEALTH AND SAFETY

- All staff assist the University to create and maintain an environment where people are safe, healthy and well by using and improving the systems and equipment we have for work.
- All staff actively manage risks associated with their work and report hazards, near-misses and incidents to their Supervisor to enable teams to positively learn and improve our systems and equipment.
- Supervising staff support and equip their teams to work safely by providing information, training and supervision. They respond quickly to issues and create an environment where teams are encouraged to positively intervene and empowered to make improvements.

UTAS VALUES AND BEHAVIOURS



We subscribe to the fundamental values of **honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice**. We bring these values to life by our individual and collective commitment to:

- * Creating and serving shared purpose
- * Nurturing a vital and sustainable community
- * Focusing on opportunity
- * Working from the strength diversity brings
- * Collaborating in ways that help us be the best we can

Our [University Behaviour Policy](#) sets out these values, standards and expectations for appropriate behaviour that apply to all employees and characterise the collegial and community nature of our University.