WORKFORCE REPORTING & ANALYTICS MANAGER

SCHOOL/UNIT	Human Resources
SUB-UNIT	-
CLASSIFICATION	HEW Level 7
WORK LOCATION	Main campus

ORGANISATIONAL CONTEXT

Monash University is a modern, global, research-intensive university, delivering education and research excellence in Australia and across the Indo-Pacific. We are making a positive impact on today's global challenges – whether by mitigating climate change, easing geopolitical insecurity or fostering healthy communities. Monash University is Australia's largest university and a member of the prestigious Group of Eight, a group of Australia's eight leading research universities. We have been consistently ranked among the world's top universities, at 42nd globally in the QS World University Rankings and 54th in the Times Higher Education World University Rankings in 2024, reflecting our strong commitment to academic and research excellence.

Monash University is a global university with four campuses in Australia and a campus in Malaysia and Indonesia. In India, Monash Research Academy is a postgraduate research and PhD training partnership with the Indian Institute of Technology Bombay, whilst Monash-Suzhou is a partnership between Monash University and Southeast University focused on world-class research and training in China. The Monash University Prato Centre meanwhile provides a European base for international research and education. Additionally, Monash has extensive international partnerships and study abroad programs with more than 100+ partner universities around the world.

Established in 1998, Monash University Malaysia is Monash's third-largest campus and one of Malaysia's most respected higher education institutions. More than 9,700 students representing approximately 77 nationalities are currently enrolled at Monash Malaysia, and they enjoy a quality study experience supported by committed staff members. We place a strong emphasis on student experience and strive to produce graduates who can lead and contribute to their local and regional communities. Our graduates can be found in positions of importance all over the world. Since welcoming our first cohort of 417 students, we have graduated more than 27,500 students, including 800 PhDs.

We pride ourselves in educational excellence, offering degrees in arts and social sciences, business, engineering, information technology, medicine, psychology and health sciences, pharmacy, and science across seven schools. New courses in emerging areas, including artificial intelligence, data science, digital

business and pharmaceutical science, expand our range of internationally-recognised degrees for a changing world. We invest in constantly upgrading our facilities to incorporate cutting-edge teaching and learning technology to enhance our students' and staff's experience.

In line with Monash University's strategic plan, Impact 2030, our research focuses on issues of national and global significance. We strive to formulate and implement solutions that could mitigate the effects of climate change, promote geopolitical security in the ASEAN region and improve health and wellbeing to enable communities to thrive. Our research projects and researchers are making long-term and sustainable impact across health, economics, policy, technology, the environment and society at large. We also offer a broad range of world-class infrastructure and services to support the needs of the research community and industry.

Our campus is located in Greater Kuala Lumpur, one of the region's industrial hotspots. We sit in the heart of the rapidly developing economic corridor linking Singapore, Kuala Lumpur, Bangkok and beyond. Our education and research are oriented towards deep engagement with this dynamic socio-economic and industrial landscape.

Monash University Malaysia is committed to delivering quality education and research to address the global challenges of our time, and we have ambitious plans to reach our goals. Join us as we make a positive difference for the betterment of communities worldwide.

For further information, please visit www.monash.edu.my.

Position purpose

The incumbent will work closely with HR team leaders in developing data analytics strategies and implementing effective mechanisms to address the campus' data needs for talent decision-making. The incumbent is responsible for ensuring the integrity, compliance, and effectiveness of HR procedures and processes.

Reporting Line: The position reports to the Director, Human Resources under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

Key responsibilities

1. Analyze HR data to identify insights, trends, and opportunities for process optimization, cost savings, and enhanced decision-making.
2. Develop metrics, key performance indicators (KPIs), and dashboards to track HR performance, trends, and effectiveness of policies and programs.
3. Prepare and present comprehensive reports and presentations to senior management and key stakeholders, highlighting actionable insights and recommendations.
4. Monitor legislative changes and industry trends to proactively address compliance issues and mitigate risks.
5. Facilitate regular governance meetings to review HR initiatives, address challenges, and drive continuous improvement.
6. Develop and deliver training programs and workshops to educate HR staff and managers on data analytics tools and techniques.
7. Conduct internal audits on high-risk HR operations to ensure adherence to established policies and procedures.

Key selection criteria

1. A degree qualification in a relevant field with at least 5 years of proven experience in HR data analytics within a complex organisation.
2. Advanced data analytics capability in using HR systems and data visualisation tools to design data framework, interpret data, analyze trends and develop dashboards.
3. Ability to conceptualise complex information and draft recommendations and papers for executive decision-making.
4. Excellent communication and interpersonal skills, with the ability to effectively collaborate with stakeholders at all levels.
5. Highly developed planning and organisational skills, with experience establishing priorities, implementing improvements and meeting deadlines.
6. Experience in leading and conducting audits and internal reviews of HR operations to ensure compliance and identify improvements.

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Ethics, Equal Opportunity, Occupational Health and Safety, Conflict of Interest (including Conflict of Interest in Research), Paid Outside Work, Personal Data Protection, Conduct of Research, and Staff/Student Relationships.