

# Position Description

**Graduate Research Performance Analyst**

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| **Position No:** | 50142679 |
| **Department:** | Graduate Research School |
| **School:** | Graduate Research School |
| **Campus / Location:** | Melbourne |
| **Classification:** | Higher Education Officer Level 7 (HEO7) |
| **Employment Type:** | Continuing, part-time 0.5 |
| **Position Supervisor:** | Senior Manager, Graduate Research School |
| **Number:** | 50110145 |
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| **Further information about:** |  |
| Other Benefits: | <http://www.latrobe.edu.au/jobs/working/benefits> |
| La Trobe University: | <http://www.latrobe.edu.au/about> |
| Graduate Research School: | <http://latrobe.edu.au/grs> |

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# Position Description

**Graduate Research Performance Analyst**

## Position Context

**Position Context:**

**The Graduate Research School (GRS)** aims to support a dynamic and engaged community of researchers La Trobe producing world-class research with impact in society. The GRS contributes to an inspiring research and professional development environment by providing graduate research candidates, their supervisors and all researchers with:

* Modern, professional life-cycle candidature management and administration
* Exciting industry, community and international engagement opportunities
* World-class research education and development initiatives
* Contemporary and academically rigorous research training governance and advice

**The Graduate Research Performance Analyst** develops and implements the University’s graduate research reporting, benchmarking, performance frameworks, and business intelligence capability. Working with the University’s Planning and Institutional Performance Unit, Research Office, Student Services & Administration, business stakeholders, the Dean of Graduate Studies and the Graduate Research leadership team, the role is responsible for developing reporting and analysis to support the University’s graduate research information needs and compliance requirements. The Analyst gathers information and provides analysis about the University’s graduate research performance from a diverse range of information sources, including a variety of internal and external databases and through contact with Graduate Research School staff, researchers and academic leadership. The Graduate Research Performance Analyst will maintain a strong engagement with developments in graduate research performance measurement and evaluation across the sector, and remain informed about the potential application to the University’s strategy and planning processes. The role will also advise on how systems and processes can be further developed to improve on reporting and business intelligence capability. The Analyst will support the GRS Executive and management team on projects and other activities from time to time.

## Duties include:

* Support the University’s strategy, business planning, performance review, and budget processes with timely, accurate information and analysis.
* Develop and maintain a high-level understanding of graduate research performance measurement and comparison, including ongoing developments in the field, and provide advice on graduate research performance and measurement to the Senior Manager, Graduate Research School and other senior stakeholders.
* Develop information materials, analysis and reports about graduate research performance, evaluation and scholarship expenditure for University researchers, academic leaders and professional staff.
* Provide reports to senior management, schools and government bodies on graduate research student performance and scholarship expenditure to meet the University’s compliance obligations
* Collect business requirements, review and advise on opportunities for continuous improvement of reports, metrics and data sets to meet business needs.
* Collect, validate and conduct quality improvement of graduate research performance and scholarship data, including integrating data from a range of business areas and systems and communicating with academic and professional staff, and identifying opportunities to improve processes.
* Undertake analysis, modeling and benchmarking to determine key factors affecting graduate research performance and scholarship budget expenditure
* Keep abreast of developments and emerging trends in the higher education sector, nationally and internationally.
* Support the GRS Executive and management team on projects and other activities as required.

## Key Selection Criteria:

* An undergraduate degree with at least 4 years subsequent experience; or extensive experience and management expertise; or an equivalent alternate combination of relevant training and experience.
* Excellent interpersonal skills, with a proven capacity to work collaboratively and cooperatively in small teams and with stakeholders across the university.
* Demonstrated high-level quantitative and qualitative analytic skills
* Demonstrated capacity to prepare high-quality reports, documents and presentations
* High-level skills with data acquisition, manipulation, and analysis
* Demonstrated organisational and problem solving skills, with an ability to effectively manage several different projects concurrently.
* Demonstrated high level of self-motivation and personal management skills.
* Ability to develop innovative methodologies involving considerable theoretical and technical sophistication.
* Desirable: Knowledge of current trends and developments in higher education policies nationally and internationally.

**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.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* We are***Connected****:* We connect to the world outside — the students and communities we serve, both locally and globally.
* *We are* ***Innovative****:* We tackle the big issues of our time to transform the lives of our students and society.
* *We are* ***Accountable:*** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
* *We* ***Care:*** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only Initials: Date: