**Position Title** Analyst (Governance and Reporting)

**Classification** Level 8

**School/Division** University IT

**Centre/Section** Strategy and Architecture

**Supervisor Title** Manager (Portfolio)

**Supervisor Position Number** 317940

**Position Number** 317948

## Your work area

UWA is making significant investments in the Information and Technology Services to enable its strategic direction and goals. UWA is also looking to utilise technology advancements to expand its services and create new and innovative teaching and research models.

Robust, flexible, integrated and agile enterprise architecture, information and technology services are vital to enabling the university strategic objectives.

## Reporting structure

Reports to: Manager (Portfolio)

## Your role

As the appointee you will work independently and manage creation of portfolio specific performance and compliance reporting. This will involve definition, configuration, testing and analysis of reporting frameworks against key IT performance metrics, compliance measures and management benchmarks.

## Your key responsibilities

Delivery of all Portfolio functions as needed.

Develop and maintain documentation including governance framework, PMO Charter, and other program governance and reporting related policies, processes, procedures, templates and tools.

Implement and manage enhanced support functions covering planning (scheduling), tracking, reporting and quality management.

Plan, coordinate and deliver performance reporting, against agreed criteria and at a level appropriate for executive review, ensuring solutions delivered are in line with business needs and expectations.

Work closely with the Finance Team to develop and regularly produce financial reporting for the IT division’s strategic project finances.

Report on projects performance and status in terms of timeline, scope, cost and benefits.

Collate program view risk and issues identification, assessment and mitigation activities, and ensure risks and issues are documented, reviewed and escalated as appropriate.

Manage the use of project management techniques, methodologies and tools in line with University technology framework.

Develop, build and maintain positive internal and external stakeholder relationships.

Contribute to a culture of service excellence, innovation and continuous improvement founded on cohesiveness, team work and flexibility.

Other duties as directed.

## Your specific work capabilities (selection criteria)

Relevant tertiary qualification or equivalent competency.

Substantial relevant computing experience in developing reporting frameworks, business analysis, analytics and data mining.

Excellent written and verbal communication skills and proven ability to prepare and present reports at executive level.

Excellent organisational skills and demonstrated ability to set and manage competing priorities and to meet deadlines.

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email.

Highly developed understanding of business process.

Excellent skills in the use of project tools, and MS Office productivity tools to generate reports and measures.

Ability to build positive stakeholder relationships whilst always remaining fully customer focused.

Working knowledge of the Higher Education sector is desirable.

## Special requirements (selection criteria)

There are no special requirements.

## Compliance

Ensure you are aware of and comply with legislation and University policies.

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