

Position Description

Timetabling and Data Analyst



Faculty/Portfolio	Infrastructure and Property Group
School/Centre	Infrastructure Planning and Utilisation
Basis of Employment	Full-time (36.75 hours per week) and continuing
Primary Location of Work	Geelong Waurin Ponds Campus / Melbourne Burwood Campus
Classification	HEW7
Reporting Line	Senior Manager, Timetabling

ABOUT DEAKIN

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people's lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia's sixth largest university and ranks first in Victoria for both student satisfaction and graduate employment. Deakin operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Waurin Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Waurin Ponds campuses, as well as offices in South Asia, China, Indonesia, Latin America, Europe, Malaysia, Vietnam, Pakistan and Singapore.

WHY WORK FOR OUR UNIVERSITY?

[Infrastructure and Property Group](#)

[Benefits of working at Deakin](#)

[Deakin's Strategic Plan – LIVE Agenda](#)

DEAKIN'S PROMISE TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEMM, and a bronze award holder in the Australian Workplace Equality Index for LGBTI inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

deakin.edu.au/about-deakin/careers-at-deakin



POSITION OVERVIEW

The primary purpose of the Timetabling and Data Analyst position is to lead the Timetabling team's data analytics function, including design, production and analysis of timetabling and planning data to inform key strategic and operational decisions. The role will improve Divisional performance by applying data analytics to appropriate data sets and finding opportunities to innovate in relation to timetabling and infrastructure planning.

Key Relationships:

Internal	<ul style="list-style-type: none">The Infrastructure and Property Group (IPG) of the Enterprise Portfolio comprises the Units of Timetabling, Infrastructure Planning and Utilisation, Design and Development, Major Projects Delivery, Asset Maintenance and Renewal Operations, and Business Planning and Services. The Timetabling group sits within the Infrastructure Planning and Utilisation Unit and has responsibility for timetabling, room bookings, and space utilisation reporting for teaching spaces across the University. The Timetabling and Data Analyst reports to the Senior Manager, Timetabling and has no staff supervision responsibilities.The Timetabling and Data Analyst will work closely with the wider IPG Unit of Infrastructure Planning and Utilisation in order to successfully fulfil the requirements of the role. They will build and maintain effective client relationships across the University, including with key professional staff from all Faculties, Institutes and Other Portfolios
External	The Timetabling and Data Analyst may represent the University before other third parties as required.

PRIMARY RESPONSIBILITIES

- Critically analyse large volumes of complex quantitative and qualitative data using spreadsheets, pivot tables and data visualisation tools such as Tableau and Power BI, and prepare reports and visual materials that 'tell the story' of the data analysis to inform better decision making.
- Contribute to the planning and production of the University timetable, including analysing University data to provide optimal clash protection for timetables.
- Assist with the integration of the University timetabling system with other University systems, including data collection procedures, as required.
- Take an active role in the ongoing development, implementation and maintenance of data warehousing and information delivery systems for servicing the information needs of the planning, management and reporting functions of the Timetabling Unit.
- Prepare data and analysis as required to inform relevant planning and reporting documents for the Division.
- Ensure the accurate maintenance of documentation for information delivery systems, databases and planning models as appropriate.
- Compile and produce complex statistical and other reports directly from University statistical databases and planning models, or any other available sources as required.

ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University's values.

You will be a person who is ambitious for Deakin University's success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

SELECTION CONSIDERATIONS

Qualifications and Experience:

- Post-secondary/Graduate qualification, preferably in a quantitative or analytical discipline with subsequent relevant experience, or an equivalent combination of training and experience
- Data analysis and reporting experience in large or complex organisations such as a tertiary institution, including identifying, analysing, and interpreting trends or patterns in complex data sets
- Demonstrated high level analytical and problem solving skills to improve existing processes and systems
- High level computer skills that demonstrate multiple software skills and knowledge of applications including MS Office, SQL, and corporate databases
- Technical expertise regarding data models, database design development, data mining and segmentation techniques
- Demonstrated experience in developing and maintaining timetabling systems within a University Environment or experience in becoming proficient with a specialised software system within a short Timeframe
- Demonstrated experience in identifying process improvement opportunities, and working with others to deliver process improvement outcomes
- Experience in using Syllabus Plus timetabling software *desirable

Capabilities and Personal Attributes:

- Demonstrated communication and interpersonal skills with the ability to produce clear and accurate communications that are appropriate for their intended audience
- Proven capability to work positively and effectively as part of a collaborative work team, to accommodate and work well with different working styles and to work independently where required
- Demonstrated ability to organise and plan over an extended time period, and to meet rigid and conflicting demands and deadlines, along with the ability to adapt to changed priorities
- Demonstrated strong analytical skills with the ability to collect, extract, organise, analyse and disseminate significant amounts of information with attention to detail and accuracy
- A demonstrated willingness to learn new skills and apply them in the workplace, including a desire for continuous improvement

SPECIAL CONDITIONS

- Working With Children Check

DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.