



# STUDENT ADMISSIONS AND PROCESS ANALYST

**DEPARTMENT/UNIT**

Office of the Pro Vice-Chancellor (Indigenous) and Yulendj Indigenous Engagement Unit

**FACULTY/DIVISION**

Portfolio of the Deputy Vice-Chancellor and Vice-President (Education)

**CLASSIFICATION**

HEW Level 7

**WORK LOCATION**

Clayton campus

## ORGANISATIONAL CONTEXT

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Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The **Portfolio of the President and Vice-Chancellor** provides executive management and strategic advice to the Vice-Chancellor, leadership in the management and delivery of key strategic and cross-portfolio initiatives and University level governance. The portfolio is responsible for managing the University's global campuses, partnerships and affiliations, and is accountable for:

- External relations management;
- Coordination of special events arranged on behalf of the Chancellor and the Vice-Chancellor; and
- Leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates

The **Deputy Vice-Chancellor and Vice-President (Education)** leads Monash University's integrated approach to education, framed by the Monash University Focus Monash Strategic Plan [www.monash.edu/about/who/strategic-plan](http://www.monash.edu/about/who/strategic-plan), and partners with Faculties and divisions to shape and deliver the University's education agenda. The portfolio is responsible for: Indigenous education and strategy, learning and teaching, social inclusion, strategic course development, student academic experience, academic course governance, education policy and quality.

The **Pro Vice-Chancellor (Indigenous)** provides a point of focus for Monash University's engagement in Indigenous scholarship, including overseeing all Indigenous activities University-wide, representing the University externally in Indigenous matters. Sitting within the responsibilities of the Pro Vice Chancellor (Indigenous), the Yulendj Indigenous Engagement Unit provides a range of support services to current and prospective Indigenous students. Yulendj also coordinates engagement with Indigenous communities, and supports the effective operation of University's Indigenous Advisory Council.

## POSITION PURPOSE

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The Student Admissions and Process Analyst provides a range of analytical services to support the business and strategic needs of stakeholders in the Indigenous Engagement Unit. This includes identifying, documenting and validating business needs and undertaking research, statistical analysis and costing to provide recommendations and reports to senior management on new initiatives, project proposals, strategies and business decisions. The Student Admissions and Process Analyst also provides support to projects, expert advice and develops new processes, methodology and frameworks to meet client needs and enhance the operations of the Indigenous Engagement Unit.

The Senior Admissions and Process Analyst is responsible for developing and managing the Unit's Indigenous student data, analytic reporting capability, informing planning and resourcing decisions, and providing University wide Indigenous student recruitment forecast data. In addition, the position provides technical advice on reporting and analysis, data management and manipulation, and is required to manage projects aimed at identifying innovative ways to apply information technology to business activities.

The Student Admissions and Process Analyst operates with excellence and expertise in process and judgement to provide sound and timely advice and support to clients, staff and other stakeholders.

**Reporting Line:** The position reports to the Director, Indigenous Student Services who will provide broad supervision. The position will also indirectly report to the Director of Admissions, Business Information Systems

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Coordinate, provide and oversee a range of analytical services to support Indigenous Admissions processes, business decision-making, business improvement, planning and new initiatives in accordance with University policies, procedures and strategic priorities as well as the strategic direction of the Indigenous Engagement Unit
2. Act as a key liaison point to provide specialist advice, insight and guidance to senior management with regards to Indigenous Admissions, drawing on up-to-date knowledge and analysis
3. Coordinate a work environment of continuous review and improvement of business practices and tools, operational processes and service provision
4. Undertake research, consultation, reviews and analysis on academic progress for Indigenous students who have entered Monash University via pathway, Monash guarantee and Indigenous access enrolment processes working collaboratively with the Indigenous Academic Engagement Coordinator
5. Support Indigenous student success by developing, administering and maintaining various database management activities, including complex data extraction, manipulation and analysis; setting up methodologies for reporting; initiating data interrogation and monitoring performance
6. Develop specialised reports, correspondence, recommendations, presentations and advice on complex issues for a variety of audiences, including senior management
7. Administer and manage the Indigenous student admissions processes including the provision of annual student recruitment level forecasts and ad hoc reports on Indigenous admissions data
8. Build and sustain partnerships and networks with other business units, functional areas, internal and external stakeholders especially within the Office of the Pro Vice Chancellor (Indigenous) and the Yulendj Indigenous Engagement Unit ensuring effective integration with other teams to provide excellent customer service outcomes

9. Plan, undertake and oversee project tasks aimed at identifying emerging issues and innovative ways to apply information technology to business activities
10. Promote the development of collaborative, cooperative and productive working relationships within the Office of the Pro Vice Chancellor (Indigenous) and the Yulendj Indigenous Engagement Unit ensuring effective integration with other teams to provide excellent customer service outcomes

## **KEY SELECTION CRITERIA**

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### **Education/Qualifications**

1. The appointee will have:
  - A degree qualification in a relevant field with extensive relevant experience; or
  - extensive experience and management expertise in technical or administrative fields; or
  - an equivalent combination of relevant experience and/or education/training

### **Knowledge and Skills**

2. Demonstrated business analysis experience including contributing to strategic developments and decision-making in the provision of research synthesis, qualitative and quantitative data analysis
3. Highly developed planning and organisational skills, with experience establishing priorities, implementing improvements and meeting deadlines
4. Knowledge of quantitative and qualitative research design and statistical analysis techniques, along with experience in the application of analytical business tools
5. Highly-developed relationship management and consulting skills, including the ability to interact, influence and negotiate with a variety of stakeholders
6. Demonstrated strong analytical, research and problem solving skills and the ability to identify and recommend solutions to challenging issues
7. Well-developed interpersonal and communication skills with the ability to provide advice and effectively prepare and present complex information
8. Advanced computer literacy, particularly with current business management software packages and their various application capabilities
9. A demonstrated willingness to strengthen awareness, knowledge and understanding of Indigenous societies and cultures, including the issues affecting Indigenous people in contemporary Australia and the diversity of the circumstances of Indigenous people
10. A demonstrated ability to communicate sensitively and effectively, including the requirement for proper negotiation and consultation, with Indigenous people on matters relevant to the delivery of education services to Indigenous people

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **LEGAL COMPLIANCE**

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Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.