



POSITION DESCRIPTION

BI Reporting Analyst

April 2024

UNIVERSITY of
TASMANIA 

Position Summary

College / Division	Student Services and Operations
School / Section	Strategy, Analytics and Projects
Location	Sandy Bay
Classification	<u>HEO Level 7</u>
Reports to	Business Intelligence Manager
Direct reports	0
Delegation level	<u>Not being asked</u>

The Opportunity

The University of Tasmania is seeking a Business Intelligence Reporting Analyst to join the Strategy, Analytics and Projects team. This pivotal position will use strong technical skills to develop reports, dashboards, visualizations, and data models from a wide variety of data sources. In addition, the BI Reporting Analyst works collaboratively with the colleges as well as divisions to advance their strategy through the application of analytical skills and insight creation.

About the University of Tasmania

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generative powerful ideas for and from Tasmania.

Because of our unique setting and challenges we go beyond creating places of learning. We strive to stimulate economic growth, lift literacy, improve health outcomes for Tasmania and nurture our environment as it nurtures us.

We welcome enquiring minds, from near and far, to join us in our pursuit of the extraordinary.

Accountabilities and outcomes

Purpose

- To enable data-driven decision making across the institution by providing high-quality business intelligence reporting solutions.

Key Result Areas

- Design and develop reports, dashboards, and visualizations to highlight findings, insights, key metrics, and trends.
- Conduct high-level data analysis to inform the University strategy, strategic projects, and business cases, including translating analytic results into clear actionable insights.
- Collaborate with cross-functional teams to understand their data analysis needs and deliver comprehensive solutions.
- Establish and maintain credibility and trust, ensuring effective stakeholder management to develop and maintain positive relationships and networks within the team and other University staff.
- Conduct descriptive analysis to validate the data accuracy and completeness. Convert data into useful information that can be used for decision-making.

Behavioural Expectations

We aim for everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

Success profile

Personal Attributes

- Evaluative: Excels at examining information and asking probing questions, documenting facts and interpreting data in an objective manner.
- Investigative: Readily takes up opportunities to learn and acquire new skills and is able to identify issues and make intuitive judgements.
- Innovative: Able to produce new ideas and adopt radical solutions. Readily applies theories and concepts to form strategies and navigate future trends.
- Detail Oriented: Produces high quality work through attention to detail, checking for errors and following procedures to finish tasks within specified timescales.

Core Capabilities

- Continuous Improvement: Continuously finds ways to improve and simplify processes, systems and practices to deliver improved outcomes for our students, staff and community by utilising practices such as Lean, Agile and Design Thinking.
- Well Managed Delivery and Performance: Effectively deploys management systems including planning, operational controls, ongoing performance management and reviews, progress and impact measurement and retrospective operational and outcome reviews.
- Self Awareness and Interpersonal Skills: Recognises and regulates emotions and behaviour in the work context and effectively builds relationships with others to create a collaborative and empowering environment that enables people to achieve and thrive.
- Innovation Management: Effectively facilitates idea generation within and across teams. Brings cohorts of people together to incubate ideas from concept to design to implementation. Fosters and enables safe spaces for creative thinking and contribution.

Role Specific Skills, Knowledge, and Experience

- Knowledge or training equivalent to:
 - Tertiary qualification in information technology, statistics, computer science, business or related analytical field or progress towards tertiary qualification in relevant field and extensive relevant experience; or
 - an equivalent combination of relevant experience and/or education/training.
- Experience in building dashboards and reports in business intelligence software such as Power BI, Tableau or Cognos. Proficiency in SQL, DAX, and Power Query. Experience in using R and/or Python is favourable.
- Experience in usage of wide range of external data sources such as ABS, data from various government agencies, survey data (Qualtrics, Q), GA4, CoreLogic and others.
- High level of accuracy and attention to detail and the ability to produce work of a consistently high standard within tight timeframes.
- Excellent communication skills and the ability to translate complex technical analysis into compelling narratives that can be used to influence a wide range of stakeholders with a range of technical knowledge.
- Excellent project management skills with proven experience managing end-to-end analytics projects, implementing continuous improvement techniques, taking initiative, prioritise tasks and managing workflows.
- Excellent teamwork skills with the ability to help other members of your team achieve a common goal quickly and effectively.

Other Requirements

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.



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The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position