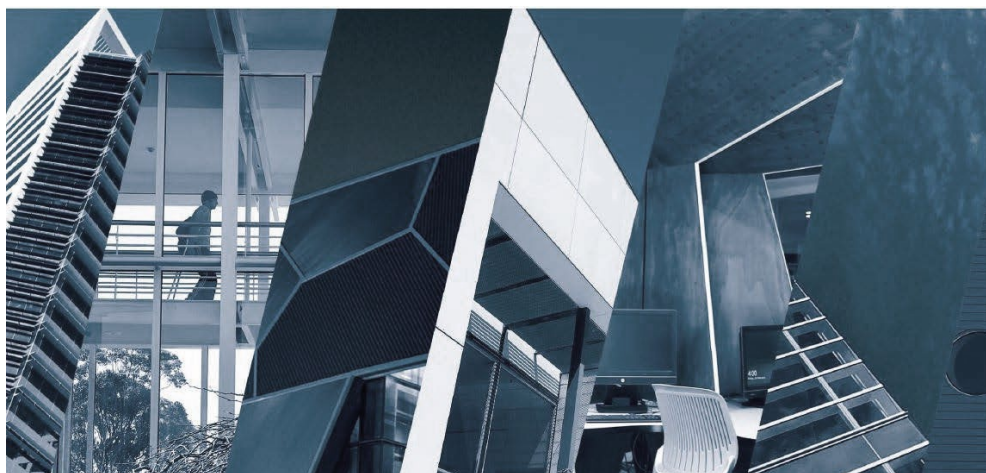


Position Description



Position title:	Senior Business Insight Analyst
School/Section/VCO:	Finance
Campus:	Mt Helen or Berwick Campus. Travel between campuses may be required.
Classification:	Within the HEW 8 range
Time fraction:	Full-time
Employment mode:	Fixed-term employment
Further information from:	Richard Harris, Director, Finance Telephone: (03) 5327 9715 E-mail: richard.harris@federation.edu.au
Recruitment code:	850060

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

Portfolio

The Finance team is an integral part of the business strategy and decision-making process focusing efforts in delivering strategic and operational support to the programs and services.

Finance values have been developed to align to those traits inherent in a modern high performing team. The team has a diverse range of functions which ultimately support the core academic delivery. It is important that the right skills and behaviours within the Finance Directorate are inherent to drive success.

The following values are encouraged and evident in Finance Directorate, Collaborative, Accountable, Proactive, Enterprising, and Respectful.



Position summary

The Senior Business Insight Analyst position will be required to provide valuable market insights, responsible for developing and implementing the project focused on accessing, compiling and analysing internal and external data, particularly in relation to demographic, education and economic trends and providing insightful dashboards and reports that enable the university to be attractive and relevant to the communities it serves.

The Senior Business Insight Analyst will translate complex data into easily understood findings that can be published to key University stakeholders through written reports or dashboards using tools such as excel, PowerBI and Tableau. This data will guide senior University committees and strategic decision makers in redefining the priorities and foci for University programs and student recruitment.

The position will have demonstrated experience and expertise in the economic/consultative background, with a strong Business/Economics/Information Technology background.

This position will report to the Director, Finance and travel between campuses may be necessary.

Key responsibilities

1. Work collaboratively with key stakeholders on strategic projects to understand and enhance the demographic, education and economic datasets required in order to provide data for evidence-based decisions.
2. Develop and present outputs of data analysis and research via a range of formats including written reports, tabled statistics, PowerPoint presentations and dashboards.
3. Develop and maintain demographic, education and economic data sets as required by the Business Intelligence Team enabling models for program, location and market intelligence to be used across the University.
4. Present data in a clear way to senior key stakeholders to inform and advise through strategic direction and business case presentations
5. Using technical expertise in the use of PowerBI, present findings of relevant findings to senior stakeholders.
6. Research trends and government political landscapes in order to provide predictive datasets in order to shape product development.
7. Connect and collaborate with a number of industry groups to access and benchmark key trends and data to guide University strategy.
8. Anticipate and advise senior finance stakeholders of external policy changes that could impact the University and its locations of operation.
9. Work collaboratively with the Business Intelligence team to develop and implement dashboards.
10. Work closely with the University's Marketing Directorate to assist with associated marketing strategies based on strategic projections and analysis of trends and best practice.
11. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
12. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of Supervision and responsibility

The Senior Business Insight Analyst will report to the Director, Finance and will work under broad direction, with a degree of autonomy. The position will be required to be self motivated, deadline orientated and be able to work with a considerable amount of ambiguity.



Position and Organisational relationships

The Senior Business Insight Analyst will be required to work with a range of stakeholders, including but not limited to marketing, academic leaders and University executive team. Externally, the position will be effective in forging relationships with a number of sector based groups, as well as working with a range of other relevant agencies to provide insight and intelligence.

Training and qualifications

The Senior Business Insight Analyst will have postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience preferably from a corporate finance background; or extensive experience and project management expertise; or an equivalent combination of relevant experience and/or education/training. Qualifications in Economics and/or Information Technology combined with relevant work experience in a research or brand insights industry would be highly regarded.

Ideally the Senior Business Insight Analyst will have a proven track record working in similar industries and/or passion for these sectors. Technically the position will require experience preparing strategic insights and presenting to senior managers and be comfortable with working with complex data sets and information. The Senior Business Insight Analyst will have a “curious” mind and value collaboration and building trusting relationships with internal and external stakeholders.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience, preferably from a corporate finance background; or extensive experience and project management expertise; or an equivalent combination of relevant experience and/or education and training
2. Strong understanding of relevant ABS data sets and the demonstrated ability to undertake data compilation and develop, analyse and interpret complex data in order to shape decision making.
3. Demonstrated expertise in obtaining external complex datasets to inform decision making and publishing them on data visualisation tools (i.e. PowerBI, Thoughtspot etc) with a focus on presenting to senior leadership
4. Demonstrated ability to prepare and deliver a wide variety of clear, accessible and well researched reports with the ability to make recommendations and guide strategy.
5. Demonstrated project management and organisational skills working in collaboration with a wide variety of internal stakeholders.
6. Demonstrated understanding of interpreting government policy to inform strategic decisions and capitalise on opportunities.
7. Advanced skills in Microsoft Excel with strong data analysis skills.
8. Demonstrated alignment with the University's commitment to child safety.

The University reserves the right to invite applications and to make no appointment.

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.

Federation University Australia
Union Enterprise Agreement
2019–2021
Academic and General Staff Employees