

POSITION DESCRIPTION

Position:	641 Analyst and Data Scientist
Work Area:	Insights and Analytics Unit
Classification:	Level 8
Supervisor:	797 Manager, Planning and Performance Analysis

VISION

To become Australia's premier regional university.

MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

VALUES

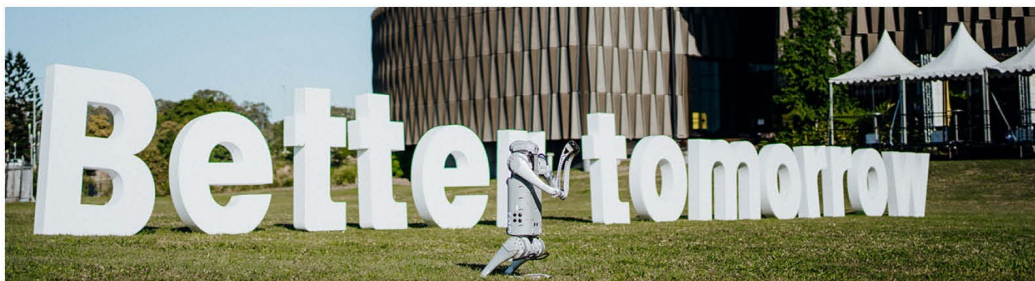
At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

OVERVIEW OF THE INSIGHTS AND ANALYTICS UNIT

Data and information are essential strategic assets to UniSC. To ensure we leverage our data to drive value, UniSC is starting a new era for data and analytics across the University. The Insights and Analytics Unit (IAU) is responsible for the core tasks of data and information management and institution-level analytics. This includes data and analytics services, organisational performance analysis, data and information governance, knowledge management, load planning and forecasting, performance reporting, privacy and right to information, student surveys, student journey reporting, business intelligence, data lake and data warehousing services and support.

The IAU oversees the collection, management, and storage of data across the University and develops and implements the University's information and data strategies. The IAU analyses and derives insights from data to inform business strategy and value. The IAU is also responsible for building the vision for data and analytics and enhancing analytics capabilities across the organisation.



PRIMARY OBJECTIVES OF THE POSITION

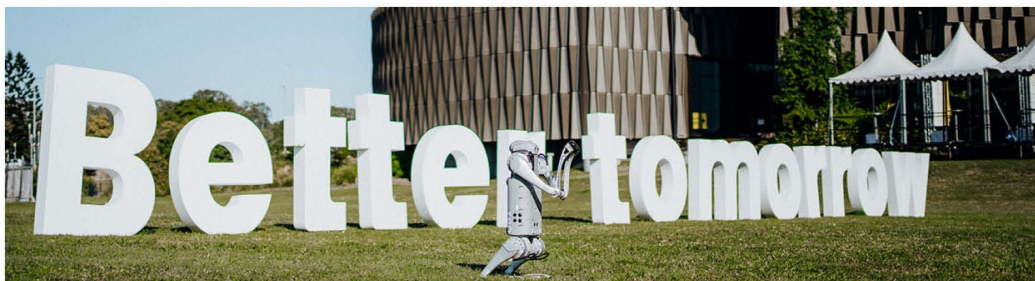
1. The Analyst and Data Scientist provides forecasts, scenario models, assessments and analysis of student load and income; submits required estimates to the Australian Government and provides expert advice on the student funding model and load modelling algorithm.
2. The Analyst and Data Scientist monitors student demand and determines thresholds for offering student places to study at UniSC, while working collaboratively with Marketing and Communications on UniSC capture rates, trends and market intelligence to assess UniSC's performance and identify future opportunities.
3. The Analyst and Data Scientist supports and works with stakeholders to explore and analyse complex data structures to deliver accurate, insightful and client-focused solutions to provide strategic insight on a wide-range of performance indicators, outcome measures and benchmarks.

NATURE AND SCOPE OF POSITION

Supporting the University's commitment to quality improvement and evidence-based decision making, the Analyst and Data Scientist contributes to the delivery of the University's strategic and operational planning by applying data science techniques and statistical methods to analyse data and information. The incumbent works closely with staff throughout the University and enjoys a varied role by: synthesising data from multiple sources to measure key outcomes, monitor performance and identify opportunities, developing load and income estimates, conducting analyses to enhance knowledge and providing insight to support decision making and university-wide initiatives.

Under broad direction of the Manager, Planning and Performance Analysis the role has specific responsibility as the business systems owner of the University's student load and income forecasting model and will manage all aspects of the technical solution. The role supports the University's operations by providing comprehensive assessments and analysis of student load and income forecasts and submits required estimates to the Australian Government. An expert knowledge and understanding of the relevant legislative requirements of the higher education funding model will be developed and maintained. This role is responsible for the design and implementation of sophisticated demand modelling and forecasting tools that supporting the design and implementation of an integrated planning model for enrolments, budget and workforce profile.

The role supports the University's operations by providing strategic analysis and insight on a wide-range of performance indicators, outcome measures, benchmarks and by developing and optimising analytical models across a range of themes. This will involve innovation in data modelling and analytical models to investigate complex queries and provide high quality analytics to maximise opportunities to drive value. The incumbent works with UniSC's Student Services and Engagement and senior members of staff throughout the admissions periods to monitor student demand and determine thresholds for offering student places to study at UniSC, while also working collaboratively with Marketing and Communications on UniSC capture rates, trends and market intelligence to assess UniSC's performance and identify future opportunities. The role will also be required to undertake institutional research projects of strategic significance to further support UniSC's planning and corporate priorities.



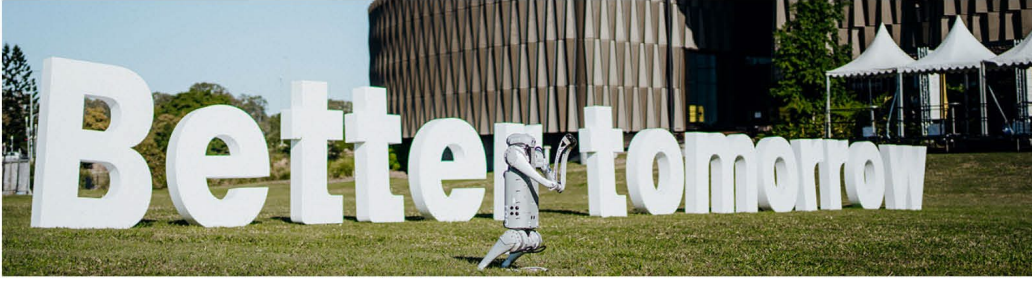
KEY ACCOUNTABILITIES OF THE POSITION

1. Design and implementation of sophisticated demand modelling and forecasting tools.
2. Supporting the design and implementation of an integrated planning model for enrolments, budget and workforce profile.
3. Responsible for the development of UniSC's load and income estimates.
4. Submit required estimates to the Australian Government and provide expert advice on the student funding model and load modelling algorithm.
5. Maintain an expert knowledge and understanding of the relevant legislative requirements relating to higher education funding and to assess the impact of funding changes and new initiatives.
6. Provide strategic analysis and insight on a wide-range of performance indicators, outcome measures and benchmarks.
7. Develop collaborative networks and maintaining positive working relationships to facilitate quality outcomes.
8. Initiate new ideas and opportunities, analyse complex problems and identify strategies for their resolution.
9. Undertake institutional research on matters that support University strategic planning and corporate priorities.
10. Other duties within the range of skills normally associated with a position of this classification in an evolving environment as required.

KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

Applicants need to demonstrate they meet the following **Selection Criteria**:

1. A post graduate degree and extensive relevant experience in a related field (e.g. computing, mathematics, data analysis and reporting, statistical modelling or data science); or an equivalent combination of relevant knowledge, training and experience.
2. Extensive experience and expertise analysing data using advanced analytical techniques and the provision of insight to a broad audience, interpreting complex information, initiating new ideas, data visualisation and contextualising information to enhance interpretation and to inform decision making.
3. Demonstrated programming experience (including but not limited to SQL, Python, R) and experience with the Microsoft Suite, especially PowerBI.
4. Extensive experience in the maintenance of data quality, management and validation processes to ensure high quality and reliability of all data and information, including a solid understanding of information and data governance principles.



5. Extensive experience in working autonomously as well as flexibly within a team, whilst sustaining a high degree of initiative in the area of work and be able to manage competing priorities and to meet deadlines and commitments.
6. Excellent verbal and written communication skills, with a demonstrated ability to communicate complex information to technical and non-technical audiences verbally and in formal settings, prepare clear and concise reports, present to senior level staff, and positively communicate and liaise across an organisation.
7. Excellent interpersonal and relationship management skills including experience in identification and interpretation of clients' needs, providing accurate advice, partnering with the organisation and dealing with complex queries.

Desirable

8. Extensive relevant experience in the higher education sector and knowledge of sector issues that may impact the strategic directions of the University is desirable.

Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.