

## Position Description

### Senior Data Analyst



<b>Faculty</b>	Faculty of Business and Law
<b>Team   Portfolio</b>	Information and Integrated Analytics, Corporate Services Portfolio
<b>Basis of Employment</b>	Full-time (36.75 hours per week) and continuing
<b>Primary Location of Work</b>	Geelong Waterfront Campus or Melbourne Burwood Campus
<b>Classification</b>	HEW 8
<b>Reporting Line</b>	Information and Integrated Analytics Manager

#### 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 number one in Victoria for student satisfaction – a ranking of which we are very proud. Deakin University operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Waurin Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have four corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Waurin Ponds campuses, as well as offices in India, China and Indonesia.

#### WHY WORK FOR OUR UNIVERSITY?

[Business and Law Professional staff](#)

[Faculty of Business and Law](#)

[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 STEM, 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](https://deakin.edu.au/about-deakin/careers-at-deakin)



## POSITION OVERVIEW

The Faculty of Business and Law prepares graduates for careers of the future. We harness emerging technologies to facilitate innovative, borderless, socially responsible and personalised education. Our research informs our practice and impacts the communities with whom we engage.

This position drives and oversees the data analytics capabilities across the Faculty by developing analytical solutions, identifying and developing platforms and tools that will help the Faculty meet both its operational and strategic agenda. This position will develop a clear framework that establishes consistent standards and methods for analytics across the Faculty as well as identify both lead and lag information for critical functions within the Faculty.

### Key Relationships:

<b>Internal</b>	The position reports to the Information and Integrated Analytics Manager. The position works closely with senior leadership including the Faculty General Manager, Associate Deans, Heads of Departments Schools and Professional Managers. The position will work in close collaboration with the Strategic Planning and Intelligence Unit and the Central Finance team. There will be regular contact with the University community, including other Divisions, Faculties and data custodians.
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## PRIMARY RESPONSIBILITIES

- Lead the design, development, delivery and continuous improvement of a faculty wide analytics framework which is aligned with contemporary industry practice.
- Coordinate and undertake modelling, analysis and regular performance reporting of complex data sets, ensuring current and future business requirements are embedded, discoverable and measureable.
- Provide technical leadership in planning, design, development, implementation, integration and maintenance of data analytical tools, applications and services in the Faculty.
- Work collaboratively with stakeholders to ensure the data environments are operating securely, effectively and efficiently.
- Document and maintain data dictionaries, manage version control, maintain privacy, confidentiality and security to all data sets.
- Contribute to University-initiated projects and represent the Faculty on University committees, panels and working parties and externally, as appropriate; develop and maintain relationships with relevant professional and business organisations and with other educational institutions.

## 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:

- Completion of a postgraduate qualification, or progress towards a postgraduate qualification, in a relevant discipline, such as Business or Commerce, providing for strong data analytics skills and significant subsequent relevant experience or an equivalent combination of relevant experience, training and education.
- Substantial experience in the provision of high-level business and information support and services, including experience gathering, documenting and managing user requirements.
- Strong analytical skills including modelling, analysis and regular performance reporting of complex data sets and presentation experience.
- Demonstrated ability and experience working with data analytical tools such as TM1, Power BI and /or Tableau.
- Experience coordinating data extraction, preparation, blending and cleansing processes.

### Capabilities and Personal Attributes:

- **Service Culture:** Considers others perspectives in making decisions and providing advice; strives to exceed expectations.
- **Emotional Intelligence:** Recognises emotions in self and others; uses emotional cues to guide thinking and behaviour.
- **Continuous Improvement:** Proactively improves the efficiency and quality of existing materials, processes and systems.
- **Learning Agility:** Learns from experiences; applies learnings to perform successfully in new situations.
- **Collaboration:** Proactively supports working together, shares ideas and provides constructive feedback; respects and values others.

In addition, the following role-based capabilities apply:

- **Environmental Scanning:** Seeks emerging trends; identifies issues within field of expertise and University context.
- **Planning and Organising:** Plans, analyses and co-ordinates the delivery of projects while balancing priorities and resources.
- **Consulting and Advice:** Provides expert and valued advice; supports achievement of outcomes for stakeholders.

## SPECIAL REQUIREMENTS

- Working With Children Check.
- Travel to other campuses of the University will be required on a regular basis.
- A commitment to understanding the need for, and ensuring the confidentiality of the sensitive nature of information to which the position may have access.

## 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.