



POSITION DESCRIPTION

Information and Analytics

Faculty of Medicine, Dentistry and Health Sciences

Application Developer/Data Analyst

POSITION NO	0045608
CLASSIFICATION	PSC 7
SALARY	\$88,171 - \$95,444 p.a. (pro-rata)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time (1 FTE)
BASIS OF EMPLOYMENT	Fixed term for 7 months
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Luke Rowett Tel +61 3 8344 7277 Email luke.rowett@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Application Developer/Data Analyst will work as part of the Information and analytics team in the Faculty of Medicine, Dentistry and Health Sciences on an initiative to deliver an application to provide strategic and management reporting solutions across the research and research training domains.

The incumbent will play a lead role in a program of work aimed at developing, testing and deploying an academic research performance application for faculty-wide use. This includes working with other project staff and business stakeholders to confirm requirements, draft technical documentation and to provide technical solutions and prototypes. The incumbent will also be required to assist with application testing, user acceptance testing and early life support.

This position is responsible for providing expert advice around data, analytics and reporting and to support the design and delivery of the application. This role will involve working concurrently across multiple domain streams in the initiative, stakeholder engagement, assisting with risks and issues, and business documentation. The incumbent will work closely with the Faculty of Medicine, Dentistry and Health Sciences Associate Dean Research and Research Development. They will also engage with key technical staff in University Services (Infrastructure Services, Research, Innovation and Commercialisation and Business Intelligence and Reporting) on matters related to systems, technology, data quality, data governance and the business glossary.

1. Key Responsibilities

- ▶ Develop an application to present a suite of key reports and inputs, in-line with business requirements, considering other reporting solutions and integration with concurrent Faculty and University projects.
- ▶ Work collaboratively with key stakeholders to define, elicit and clarify business needs, requirements and outcomes, and provide detailed design specifications and documentation as appropriate, liaising with other technical specialists across the University.
- ▶ Lead the enhancement and maintenance of analytical and reporting solutions including identifying data quality issues, conducting user acceptance testing, and prototyping new features.
- ▶ Review project requirements and documentation and standardise and consolidate data sources, look and feel and delivery method, in-line with Faculty and University strategy and best practice.
- ▶ Work with teams across a range of teams and portfolios and initiatives related to reporting to ensure a consistent approach and quality outcomes across assigned initiatives.
- ▶ Ensure consistency of format, style, business requirements and definitions, in-line with the business glossary, drafting new definitions where required.
- ▶ Undertake continuous improvement activities within the team to ensure work can be reproduced and services are delivered more efficiently
- ▶ Participate in other team and project activities as required. This may include data analysis, supporting change and communications, resourcing and risks, stakeholder management, and issues management.

- ▶ Model the required values and behaviours of the team and actively contribute to team goals and outcomes.
- ▶ Staff responsibilities may be varied by the University in order to allow the University to respond to operational needs or requirements.
- ▶ Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ An appropriate tertiary qualification with relevant experience and/or relevant work-related experience or equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated experience in querying and manipulating data, including the ability to write advanced SQL queries to extract and manipulate data from source systems and enterprise reporting platforms.
- ▶ Demonstrated experience developing applications in Oracle Application Express (APEX).
- ▶ Demonstrated experience with PL/SQL, SQL, and RDBMS design best practices including writing stored procedures, packages, functions, and triggers.
- ▶ Demonstrated experience with user interface design and development using Javascript/JQuery, CSS, HTML, and other web-based application development tools.
- ▶ Comprehensive knowledge and understanding of University systems (Themis, Minerva Elements, StudentOne) and research data and reporting, including the ability to integrate data via APIs from third party databases (Scopus, SciVal).
- ▶ Highly developed communication skills and demonstrated ability to explain and display information in understandable formats, including compelling visualisations of data.
- ▶ Proven analytical and problem-solving skills, ideally in relation to information systems and the interpretation of reporting requirements.
- ▶ Knowledge and experience in the analysis of large complex datasets and demonstrated ability to provide analysis and commentary on issues.
- ▶ Strong organisational skills, effective time management and strong attention to detail with the ability to self-motivate and demonstrate initiative in following through on a range of competing tasks, prioritising workloads to meet tight deadlines.

2.2 DESIRABLE

- ▶ Experience and demonstrated achievement in a similar role in large university or research organisation.
- ▶ Experience with process improvement and project delivery methodologies.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

Operating with a considerable degree of autonomy under the direction of Associate Director, Information and Analytics, the incumbent enjoys a level of independence and is expected to show initiative in developing solutions to problems or challenges that emerge. The incumbent will consult with the business stakeholders and other members of the team (where appropriate) particularly for matters involving consistency with extant reports, interpretation of new policies or requirements or for complex matters that may impact on Faculty- or University-wide initiatives or operations.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent must exercise sound judgement to effectively manage a variety of development requirements and issues and is expected to independently resolve problems through the application of experience and mature judgement. Interpretation and application of policy and the coordination and dissemination of information by the incumbent has University-wide impact.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires current knowledge of University systems and data as well as technology and infrastructure requirements and associated issues and policies at the University.

The incumbent will possess a demonstrated capacity to conceptualise, develop and review major professional, technical or administrative requirements in relation to the implementation and on-going support of the initiative.

The incumbent will have a strong understanding of the culture and information needs of the Faculty and the University.

A comprehensive knowledge of Faculty and University policies and procedures is required.

3.4 BREADTH OF THE POSITION

The incumbent is required to work and liaise with many different levels of stakeholders within the Faculty and works closely with both the Research Development team and the Information & Analytics team, as well as other key stakeholders to achieve the desired initiative outcomes. Whilst some management and operational reporting is the direct responsibility of other University officers, the incumbent is expected to have a sufficient knowledge of the issues to liaise closely with these officers or be solely responsible for aspects thereof.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This

commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.3 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences;

and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>