



# PERFORMANCE REPORTING ANALYST

<b>DEPARTMENT/UNIT</b>	University Planning and Statistics
<b>FACULTY/DIVISION</b>	Vice Chancellor and President
<b>CLASSIFICATION</b>	HEW Level 8
<b>WORK LOCATION</b>	Clayton campus

## ORGANISATIONAL CONTEXT

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There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at [www.monash.edu](http://www.monash.edu).

The **Portfolio of the Vice-Chancellor and President** is responsible for: high level of coordination for, and management and advice to, the Vice-Chancellor, leadership in the management and delivery of key strategic and cross portfolio initiatives, University level governance, University-wide marketing, communications and student recruitment activities, strategic communications, external relations and coordination of special events arranged on behalf of the Chancellor and the Vice-Chancellor, leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates.

The mission of **University Planning and Statistics (UPS)**, within the Vice President of Strategy and Governance portfolio, is to support the development of evidence-based strategic planning and decision-making, in line with the University's strategy – Focus Monash. To achieve this we work collaboratively with our stakeholders to deliver an integrated planning framework for the University, in the planning and optimisation of student load management, to deliver core university surveys, and in the review of the University's performance and provision of analytical insights to inform future service delivery.

The **Data Transformation and Reporting team** provide the critical enabling function which facilitates UPS's analytic, planning and performance activities, and those of the and Strategy and Governance portfolio. The team's business knowledge and subject matter expertise allows them to ensure the appropriate sourcing, transformation, visualisation and reporting of accurate, relevant and timely data to support insight derivation in response to critical business questions across the University. Particularly in relation to its governance, planning and its strategic requirements. The team are proactive in continuously reviewing existing and developing new performance reporting solutions to support the University aspirations and operations. To deliver this the team will need to build and nurture strong collaborative relationships with key partners across the University, including the Business Intelligence, Finance, Research, HR, and Student Education Business Support teams. To facilitate the correct identification and sourcing of data to meet UPS, the Strategy and Governance portfolio and University's information requirements.

Further information regarding University Planning and Statistics may be obtained from the website: [www.monash.edu/ups](http://www.monash.edu/ups).

## POSITION PURPOSE

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Under the leadership of the Performance Reporting Lead, the incumbent will provide a catalytic and start up capability for preliminary performance, planning, strategy and governance reporting development and operationalisation. The Performance Reporting Analyst is responsible for identifying and proactively partnering with key stakeholders across the organisation to develop interactive visualisations and reporting which is rooted in a deep understanding of the business and its key drivers. While also providing subject matter data context to support the UPS team and users of UPS's reporting products across the University. This position plays a significant and leading role in the transition of existing reporting products and implementation of new reporting products to a new platform of business analytics tools to enhance UPS's reporting and insight generation capabilities.

**Reporting Line:** The position reports to the Performance Reporting Lead who will provide broad direction with a degree of autonomy

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. As a subject matter expert, use contemporary data sourcing and integration (conception, exploratory data discovery, modelling, advanced transformation, cleaning) techniques to produce appropriate and accurate data for reporting purposes
2. Develop visualisations and interactive reports, of internal and external data, to produce reporting products which fulfil the University's performance reporting needs, and support the work of the UPS
3. Initiate, lead and support business process review projects to resolve key business performance questions, proactively identifying emerging data and information needs, implementing processes to respond to these needs and enhance the unit's data sets and performance reporting capabilities
4. Conduct investigations to identify trends and drivers of university performance, anticipate change, estimate impact and identify opportunities for process improvement to create interactive reporting products that inform and enable analysis, decision making and planning to support the University's strategic goals
5. Work closely with the e-Solutions Business Intelligence and Analytics (BIA) team to transition UPS's preliminary (catalytic/start up) reporting products over to the BIA team for establishment and ongoing maintenance, positively contributing towards the strategic enhancement of the University's enterprise wide performance reporting suite
6. Develop and sustain a deep understanding of the University operations, profile and institutional performance against the broader higher education environment to build and enable competitive insight
7. Develop and maintain collaborative relationships with key colleagues across the University to ensure a proactive response to University performance and reporting needs
8. Contribute to a culture of accuracy, agility, continuous review and improvement, open collaboration and effective business partnering to build and maintain a trusted reputation throughout the University

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - Postgraduate qualifications or progress towards postgraduate qualifications in a relevant field with subsequent relevant experience; or
  - extensive experience and specialist expertise in data/performance reporting, business analysis, business intelligence; or
  - an equivalent combination of relevant experience and/or education/training

## **Knowledge and Skills**

2. Proficiency with contemporary data sourcing, transformation and integration approaches, packages (e.g. SQL, PL-SQL within relational and multi-dimensional databases, SAS, Oracle Data Integrator), and their application to source data from a variety of enterprise systems and internal/external data sources
3. Experience of working within a cloud based data lake and enterprise data warehouse environment (PSA, IDS, DDS, analytics platform, information delivery layer)
4. Demonstrated ability to produce interactive performance reporting and visualisation solutions in Microsoft PowerBI (Monash's enterprise-wide solution) and R, facilitating accessible identification of actionable insights
5. An ability to analyse, isolate and interpret business and analytic needs, and develop appropriate design options and solutions to contribute towards the performance reporting strategy of the organisation
6. Experienced in the use of Agile to manage, develop and enhance large complex and specialised data processes, data sources, definitions, methodologies and interactive visualisations - including involvement in end user training and support
7. Demonstrated ability to synthesis the business environment, organisational goals, and insights from colleagues across the organisation in order to fully understand problems and opportunities and proactively respond via the provision of performance reporting products which inform organisational objectives
8. Advanced written and oral communication skills, specifically the ability to translate complex data into clear, accurate, concise actionable solutions and products – appropriate for a senior management audience
9. Developed interpersonal skills with the ability to build meaningful relationships with stakeholders, maximise the opportunity to partner and translate analysis and insights and adopt a solution focused approach to ensure maximum organisational benefit

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **LEGAL COMPLIANCE**

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Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.