Position Description – Senior Data Analyst

Position Details

Position Title: Senior Data Analyst

College/Portfolio: Vocational Education.

School/Group: Planning & Resources

Campus Location: Based at either the Melbourne CBD campus, however may be required to work and/or be based at other campuses of the University.

Classification: HEW 8

Employment Type: Continuing

Time Fraction: 1.0 FTE

RMIT University

RMIT is a multi-sector university of technology, design and enterprise with more than 96,000 students and close to 10,000 staff globally. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work.
https://www.rmit.edu.au/about
https://www.universitiesaustralia.edu.au/university/rmit-university/

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo, two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.
https://www.rmit.edu.au/about/our-locations-and-facilities

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.
https://www.rmit.edu.au/careers

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.
https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings

The College of Vocational Education

The purpose of RMIT's College of Vocational Education is to empower learners and our industry, community and government partners to succeed in the new world of work. Our five-year strategic roadmap, ALiVE@RMIT, purposefully guides everything we do in vocational education to deliver our vision: to position RMIT as a leading multi-sector provider with global impact and influence.

Led by our Deputy Vice Chancellor, the College of VE is reimagining how we deliver vocational education to create unique experiences for our students and partners, so we can:

- lead in practice-based learning
- empower learners for the future of work
- engage industry and community at scale
- grow for impact and influence

The College of VE is delivering impact through transformation that creates long-term change.

Our strategy - RMIT University

Planning and Resources

Our planning and resources function puts the student at the centre of our thinking through a precinct-based approach that delivers the right support where it is needed most. This enables us to deliver a consistent student and staff experience with differentiation between whole of college services and bespoke units or functions.

Position Summary

The Senior Data Analyst is responsible for providing high quality planning advice, data and analytics to support the College's strategic and business planning, particularly in relation to student load, pricing, program viability and product lifecycle management. The incumbent works as a member of the College planning team to co-ordinate the preparation of the College's annual profile submission and monitors and implements initiatives to improve profile management and selection planning.

The position supports the delivery of the planning function within the College through effective provision and communication of data, analytics and advice relating to all aspects of profile planning and performance, to a range of stakeholders and to support evidence-based decisions.

Reporting Line

Reports to: Manager, Planning & Admissions.
Direct reports: N/A.

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Coordinate the College's annual target setting process, profile development, monitoring and review processes.
- Provide high quality planning advice, data and analytics to support College strategic and operational planning, including the development of reports aligned to stakeholder requirements.
- Contribute to College annual operating plan projects including the provision of timely data packs and data analysis, as required.
- Develop and implement initiatives to improve profile management and selection planning.
- Develop effective relationships and manage communication with key stakeholders both within the College and with University service areas.
- Represent the College at University working groups, as required.
- Gather and specify requirements and business rules, define processes, source and analyse data, and coordinate data cleansing activities.
- Ensure best-practice data hygiene and governance processes so these are adopted across the College.
- Identify and undertake data analysis and research in consultation with the University community as well as relevant external stakeholders.
- Develop insights and communicate findings/recommendations to relevant stakeholders
- Maintain key dashboards and reporting interfaces
- Proactively support the team and collaborate across the College to ensure efficient and effective delivery of services to both internal and external customers.
- This role may be required to work across all Planning & Resources teams and functions to support the business throughout peak periods.
- Perform other duties as requested by the Manager.

Key Selection Criteria

1. Demonstrated experience in data models, data collection, data extraction, data matching, analysis and reconciliation.
2. Proven experience working on large scale, complex data projects, with the ability to work under pressure, autonomously and in ambiguous environments.
3. Proven record for taking the initiative and skilled problem-solving capabilities.
4. Strong knowledge and experience working with reporting packages and databases.
5. Demonstrated organisational skills including contribution to the development of processes in a planning and analysis area.
6. Highly developed interpersonal skills including demonstrated ability to work as an active member of a team.
7. Proven knowledge of strategic and corporate planning approaches and techniques, including benchmarking and the development and calculation of performance indicators, and the nature and scope of data needed to drive such measures.
8. High level of communication skills including an ability to communicate with staff at all levels of the group and University.
9. A strong focus on attention to detail while ensuring operational needs meet strategic objectives.
10. Demonstrated ability to move data from operational reporting through to strategic insights.

Qualifications

Relevant tertiary qualification and substantial relevant experience.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

Endorsed:	Signature: Name: Title: Date:	**Approved:**	Signature: Name: Title: Date: