

## Position Description Form

<b>Position Title:</b> Data and Business Analyst	
<b>Department:</b> Enterprise Analytics and Data Science	
<b>Position Reports to:</b> Director, Enterprise Analytics and Data Science	
<b>Direct Reports:</b> Nil	
<b>Position Description Issue Date:</b>	<b>August 2019</b>
<b>Location:</b>	
<b>For Teaching Staff:</b> You are employed to work at Melbourne Polytechnic, a multi-campus institution. Your contract will denote your employment location.	
<b>For all other Staff:</b> You are employed to work at Melbourne Polytechnic, a multi-campus institution. Accordingly you agree to work at any location where Melbourne Polytechnic conducts its business at the direction of the Manager responsible for your area.	

### About Melbourne Polytechnic

Melbourne Polytechnic offers the perfect combination of higher education and vocational learning, delivered by teachers with real-world experience and expertise. Through a network of six metropolitan campuses and a regional campus in Ararat, Melbourne Polytechnic offers a range of degrees, certificates and diplomas across the whole higher education and vocational training spectrum.

### Position Purpose

As a member of the Enterprise Analytics and Data Science (EADS) team, you will be responsible for working with stakeholders across the organisation to describe and document how the business uses data and to unpack our key measures.

As part of a high performing and supportive team you will have the ability to collaborate on a range of analytical and data science initiatives. You will enjoy working autonomously and have a high tolerance for working in ambiguity.

This role is also responsible for partnering with stakeholders to deliver impactful, insightful and well researched data analysis to support the achievement of the Polytechnic's strategic goals and effective business planning.

With expertise in data manipulation and analysis you will use contemporary methodology to respond to complex reporting requirements and use refined business insight to enhance the utilisation of the enterprise's data sets.

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### Key Responsibilities

- Liaise extensively with senior leaders and key stakeholders to elicit, document and maintain current and future state data pipelines and requirements.
- Design and develop new systems, data repositories and/or processes to automate reporting as far as possible and constantly strive to improve the efficient and effective distribution of strategic analysis results and other management information.
- Collect and analyse internal and external data sources to provide actionable insights for strategic level initiatives, product development, business cases and business planning and improvement activities.
- Creating and maintaining interactive dashboards and presentations.
- Assist in the development and implementation of an enterprise data governance framework.
- Maintain data governance practices and hygiene to ensure documentation is up to date, covering data lineage, business glossaries, data dictionaries, user guides and data usage policies.
- Assist in building organisational capability in data literacy in partnership with the Improvement Team and through the application of the MP Performance Framework.
- Provide expert advice and thoughts in the designing and recommending of appropriate analytical approaches to address key issues within the business.

### Key Relationships

#### Internal

Members of the Enterprise analytics and data science

Members of the MP Senior Leadership Team

Teaching Areas

Curriculum Development Unit

Performance and improvement

Risk and Compliance

Quality

International Development

Learning and Teaching

Academic Registry

Marketing

Acquisition and Future students

Student Services

Finance and Commercial

#### External

Students

Prospective Students

Industry

Government

Partners

Contractors & Vendors

### Key Performance Indicators (KPI)

Where applicable and agreed with the Director of Enterprise Analytics and Data Science:

1. 100% of deadlines from assigned analytics requests are met
2. 100% of relevant work is documented in a user guide or equivalent
3. 100% of relevant work is automated as much as deemed feasible

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4. 100% of all standard work procedures are followed

### Key Selection Criteria

Mandatory unless otherwise specified:

1. Bachelor Degree or Master's degree in a field including Mathematics, Statistics, Computer Science, Analytics or similar with a minimum of 3 years' experience delivering analytic results.
2. High level proficiency using Excel and in R or Python (Preferred) for data manipulation, cleansing and analysis.
3. High level proficiency in Power BI or similar visualisation tools.
4. Experience in consulting with stakeholders in cross-functional teams to enable the delivery of enterprise wide strategic initiatives and prioritized improvement projects.
5. Expertise in the management and analysis of large complex and highly specialised data processes, relational database extracts, definitions and methodologies.
6. Advanced written and oral communication skills, specifically the ability to translate complex data and concepts into clear and accurate analytical reports appropriate for all levels of the organisation including the Board and Executive leadership team.
7. Developed interpersonal skills with the ability to build meaningful relationships with stakeholders, maximise the opportunity to partner and translate analysis to ensure maximum organisational benefit.
8. Ability to quickly learn and utilise new skills and technologies and have a track record of life-long learning practice.

### Behavioural Competencies

At Melbourne Polytechnic all staff will behave in accordance with our Values of:

- Integrity
- Shared Commitment
- Future Focus
- Operational Excellence
- Courage
- Ownership

### Safety Issues Significant to the Position

Manual handling and extensive use of keyboard operation and visual display unit, as it relates to an office environment.

### Health and Safety

All employees are responsible for:

- Compliance with the Institute policy, safety systems and applicable health and safety legislation and regulations
- Reporting any and all conditions or unsafe practices that may affect the health of employees or others to management promptly
- Recommending improvements to health and safety practices

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- Adopting safe work practices that comply with health and safety requirements and must not wilfully place at risk the health and safety of any other person in the workplace
- Assisting in timely completion of any corrective action in accordance with reporting/investigation procedures
- Participating in relevant health and safety induction, training and other relevant activities
- Using and maintaining all safety equipment provided

### Sign Off

\_\_\_\_\_  
*Employee's Name*

\_\_\_\_\_  
*Department Manager's Name*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Department Manager's Signature*

Date:     /     /

Date:     /     /