



Analytics Lead – People & Culture

DIGITAL BUSINESS SOLUTIONS
ACADEMIC DIVISION



About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at www.qut.edu.au.

Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

About the Digital Business Solutions

Digital Business Solutions (DBS) provides support for staff and students across a range of information and technology services. DBS uses technology to create value for our students and customers through the portfolios of Learning and Teaching, Research and Innovation, and Professional Services. DBS embraces digital transformation as being fundamental to our service in supporting QUT's aspirations outlined in Blueprint 6.

About the Position

The Analytics Lead – People and Culture is responsible for delivering reports & analytics services which support decision making aligned to the People and Culture priorities for QUT. First point of contact for the Analytics team in relation to People and Culture insights, this role is pivotal to assessing initial customer requirements and managing expectations. Covering areas including Staff and Equity insights.

Focused on the development of new data products that scale our analytics capabilities and increase our data literacy, working closely with the other teams to increase the level of insights to be obtained from our data.

This position reports to the Analytics Manager for supervision, workload management and for Performance Planning and Review (PPR)

Key responsibilities include:

- Lead analytic projects in staff and equity insights which support strategic planning and decision making and ensure the University is well informed and able to anticipate and plan for change.
- Act as a subject matter expert with regard to analytic methodologies and techniques ensuring the production of appropriate and accurate insights.
- Undertake high level research, analysis and modelling using contemporary analytical

approaches from which you will clearly articulate authoritative insights and expert advice to facilitate business decision making.

- Understand the business environment, People and Culture organisational goals, and consult and engage with end users and subject matter experts in order to fully understand problems and opportunities.
- Identify areas for improvement, People and Culture organisational goals, and consult and engage with end users and subject matter experts in order to fully understand problems and opportunities.
- Identify areas for improvement, conceptualising, recommending and implementing new approaches to resolve business questions. Developing and delivering analysis and insights which have impact.
- Actively contribute to the development and maintenance of a culture of open collaboration, continuous review and improvement of business practices and tools, operational processes and service provision.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- perform any other duties as nominated by the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;
- participate in job rotation or multiskilling in consultation with their supervisor;
- work across campuses

Type of appointment

This appointment will be offered on an ongoing, full-time basis.

Location

Kelvin Grove campus.

Selection Criteria

1. Education, training and/or experience equivalent to the completion of postgraduate qualifications or progress towards postgraduate qualifications in the data and analytics discipline and extensive experience.

2. In-depth knowledge and demonstrated experience in analytic methodologies and techniques, particularly in the area of dimensional modelling and its application to reporting processes.
3. Demonstrated ability to conceptualise, develop and translate complex business issues into creative workable solutions that convert analytics into data products.
4. Demonstrated ability to facilitate analytics workshops that have contributed to major change programs, strategic developments or initiatives via the provision of analysis and insights which inform organisational objectives.
5. Highly developed data literacy skills with demonstrated proficiency in Business Intelligence tools, data warehousing best practices, and high availability analytics testing to ensure optimum performance levels, with the ability to design effective training material which promotes knowledge sharing and uplifts the data and analytics maturity of the team and the University.
6. High-level interpersonal, written and verbal communication skills with the ability to tell stories with data, quickly establish rapport and manage collaborative working relationships, engage with diverse client groups and work effectively in a high performance team to achieve business outcomes

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 8 (HEW8) which has an annual remuneration range of \$ 114,686 to \$129,990 pa. Which is inclusive of an annual salary range of \$97,738 to \$110,781 pa and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make

contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.

Information for applicants

The position is open to current staff members of QUT who have ongoing full-time work rights in Australia. Former QUT staff members who were employed at 23 April 2020 are also eligible to apply for this position. Please indicate your eligibility within the application questions. In support of our strategic priority of Indigenous Australian success, Aboriginal Australians and Torres Strait Islander people who are not QUT staff are also eligible and encouraged to apply.

For further information about the position, please contact Minh Pham, Analytics Manager, on (07) 3138 2369; or for further information about working at QUT contact Human Resources on (07) 3138 4104.

Candidates who are interested in the position are encouraged to apply even though they may feel they are not strong on individual selection criteria.

In assessing merit, the panel will take into consideration “performance or achievement relative to opportunity”. We recognise that many staff today have a range of personal circumstances, and career histories that challenge traditional ideas of a staff member. This may mean, for example, prioritising the quality of achievement rather than the quantity, as considerations of part-time employment, career interruptions and significant periods of leave are taken into

account when assessing performance or achievement.

How to Apply

For further information and to apply, please visit www.qut.edu.au/jobs for reference number **21265**.

When applying for this position we encourage you to upload your response to the selection criteria.

Applications close 7 March 2021