

**POSITION DESCRIPTION – General Staff  
For levels 6/7 and above**

Position Title: Strategic Performance Analyst  
 Level: 6/7  
 Faculty/Division: Planning, Marketing and Communications Division  
 Department/Location: Strategic Planning Unit

**Primary purpose of the position:**

This role is responsible for the identification, development and documentation of meaningful metrics designed to assist with measurement of progress towards the strategic goals of the University. The position is also responsible for the preparation of key reports that support University stakeholders monitor strategic progress and inform effective organisational decision making.

**Position Environment:**

The Planning, Marketing & Communications Division (PMCD) includes the:

- Strategic Planning Unit (SPU)
- Reporting and Data Management Unit (RDMU)
- Strategic Marketing, Communications & Media Unit (SMCMU)

The Division's purpose is to ensure there is coordinated synergy between all areas of strategic and operational planning, institutional performance, government reporting, benchmarking activities, strategic marketing and communications, media relations, and rankings and positional reputation management. The Division interacts regularly with the wider University community, other Universities and Government bodies.

The Strategic Planning Unit has a strong commitment to providing best practice planning services through its support of key advisory and decision-making groups, the facilitation of strategic intelligence, institutional performance monitoring and reporting requirements and the provision of planning and performance advice to the University Executive and the University community.

**Major Accountabilities/Responsibilities:**

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Work with key stakeholders to identify, develop and define meaningful metrics which enable the effective monitoring and reporting of the University's performance against its Strategic Plan.	Relevant metrics are identified, defined and agreed upon; regular and targeted reporting against strategic objectives is achieved.  Strong governance and performance culture is maintained.	35%	
2.	Develop, document and maintain quality systems and processes to ensure best practice and quality improvement in data management and metrics reporting. Detailed procedures manuals and documentation developed and maintained to enable Business Continuity.	Robust systems are in place to assure quality outcomes are supported & produced. Business Continuity is assured through production and maintenance of procedures for all aspects of the role.	20%	
3.	Analyse relevant data, produce performance and other reports and provide advice and interpretation to staff at the Executive and Faculty level.	Customers understand the analysed data and implications relevant to their portfolio. Improved evidence-based decision making and governance is supported.	25%	
4.	Collation and provision of data reports and analysis which support University reporting and submissions preparation (eg, Compact with Federal Government).	Reports and data required is identified and	20%	

		produced in a timely fashion to support the University's reporting requirements.		
5.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
6.	Have OH&S responsibilities, accountabilities and authorities as outlined in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/">http://staff.uow.edu.au/ohs/commitment/responsibilities/</a> document	To ensure a safe working environment for self & others.	Ongoing	

### Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

### Reporting Relationships:

Position Reports to:	Director, PMCD through Senior Manager, SPU
The position supervises the following positions:	None currently.
Other Key Contacts:	

### Key Relationships:

#### Contact/Organisation:

Director and Associate Director, PMCD

Director Financial Operations

Senior Executive of the University  
Faculty and Divisional staff  
PMCD staff

#### Purpose & Frequency of contact

Frequent contact for project and reporting related matters

Frequent contact for metrics and reporting clarification

Occasional for reporting and advising

Frequent contact to support and advise

Frequent contact for clarification, support and advice

## Key Challenges:

1. Working with a large number of stakeholders who have competing demands and requirements for metrics, provision of data and its analysis.
2. Identifying appropriate metrics and negotiating agreement and definitions relating to such with a diverse group of stakeholders whilst delivering required University outcomes.
3. Delivering accurate reports and analysis in a timely fashion, amidst complex data sets.
4. Meeting multiple demands, tight deadlines and changing priorities.

## SELECTION CRITERIA - Knowledge & Skills:

### Essential:

- Excellent interpersonal skills, including an ability to liaise and negotiate with people at all levels of the organisation and a track record of delivering outstanding customer service.
- Strong written and verbal communication skills with high level of attention to detail.
- Demonstrated high level analytical and problem-solving ability in the management of qualitative and quantitative data and the production of clear and logical reports.
- Demonstrated use of initiative in the workplace with a pro-active approach to work practices and the ability to work with only broad direction.
- Demonstrated ability to present data in a variety of formats to clearly illustrate information.
- Ability to interpret strategic direction and develop suitable strategic and operational metrics/KPIs.
- Demonstrated expert user of Microsoft Excel.

### Desirable:

- Understanding of the Higher Education environment in Australia.

## SELECTION CRITERIA - Education & Experience:

### Essential:

- Degree or other tertiary qualification in a relevant discipline with a strong quantitative &/or analytical component with subsequent relevant work experience, or combination of experience and/or education/training deemed to be equivalent.
- Demonstrated experience meeting strict deadlines and managing multiple projects.
- Demonstrated experience of working effectively in a collaborative, team-based environment.

### Desirable

- Experience with TMI, SPSS and/or SQL.
- Experience working in higher education sector.

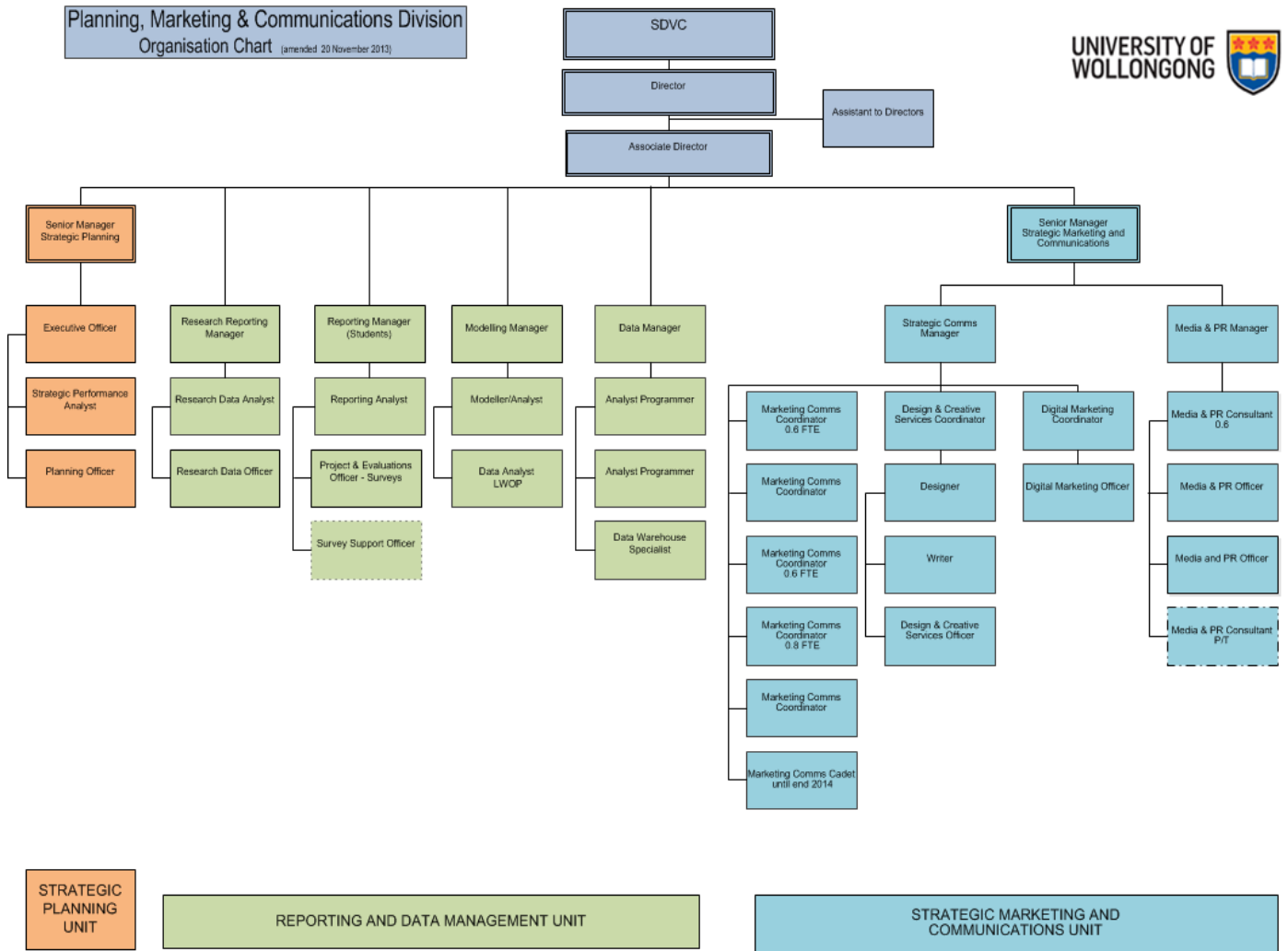
## Personal Attributes:

- Ability to work as part of a small dynamic team in order to achieve unit goals.
- Highly motivated and organised and committed.
- Need to have a flexible approach to the organisation of your work to facilitate quick change of focus or priority.

## Special Job Requirements:

- Attendance at some events will at times require work outside of normal span of hours.
- Must be flexible with working hours within the appropriate span of hours.

## Organisational Chart:



## Approval:

Approved by Head of Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_