![Flinders University logo]

Position Description – Planning & Analytics Data Specialist

Updated 2/1/2023

POSITION DETAILS

Portfolio	**Corporate Services**
Organisational Unit	**Information and Digital Services**
Supervisor (Title)	**Senior Planning & Analytical Services Lead**
Classification	**Higher Education Officer Level 6**
Employment Type	**Continuing, full-time**

POSITION SUMMARY

Under general to broad direction, the Planning & Analytics Data Specialist is responsible for assisting with the delivery of planning and analytical services to the University.

The role is responsible for supporting the creation and publication of planning and analytical content that is delivered to University stakeholders.

The role is also responsible for supporting and aligning with the capability hub where all relevant IDS planning, data and analytics resources have either a full or dotted reporting line into.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;

- contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;

- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;

- perform their responsibilities in a manner which reflects and responds to continuous improvement; and

- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University COVID-19 Vaccination Policy (2022). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.

THE 2025 AGENDA

KEY POSITION RESPONSIBILITIES

The Planning & Analytics Data Specialist will be accountable for:

Technical Management & Support

- Providing assistance and support in developing, visualising and publishing information assets in accordance with Planning and Analytics principles, guardrails and design standards.

- Supporting internal or external benchmarking, regulatory, cyclical, and any other mandatory reporting or information requirements for the University.

- Working as required, directly or indirectly with project teams to support the delivery of project outcomes.

Technical Vision & Roadmap

- Assisting the relevant stakeholders in the implementation of the vision and associated roadmap for Planning and Analytical Services.

- Maintaining an awareness of the Planning and Analytical Services vision and roadmap.

- Assisting as required with the development of business cases for new or enhanced technologies and solutions to support the delivery of the roadmap.

Technical Knowledge & Excellence

- Supporting both formal and informal market scanning and benchmarking activities to be aware of emerging market offerings and trends.

- Periodically participating in knowledge building activities and events to be aware of latest/best practices related to the role and to keep skills and knowledge up to date.

- Providing support to customers and stakeholders by identifying improvements to support services.

Risk, Governance & Ways of Working

- Supporting an agile based way of working to manage, refine, and prioritise the activity backlog based on relevant customer and IDS priorities.

- Identifying, managing and mitigating risks related to the activities being undertaken by the role in line with IDS and Flinders University policies and procedures.

- Ensuring compliance with all relevant IDS and Flinders University policies and procedures.

Other Responsibilities

- Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Tertiary qualification in Data Analytics or relevant technical area, and / or equivalent relevant experience.

- Well developed thinking, planning and analytical skills.

- Well developed written and oral communication skills, including working with a diverse range of stakeholders.

- Extensive knowledge of SQL and Excel.

- Experience using tools such as PowerBI to develop data visualisations and dashboards designed to meet users' needs.

- General knowledge of enterprise data modelling and database design.

- General experience in agile ways of working including exposure to scaled agile methodologies and/or collaborating and delivering through a matrix structure.

- Well developed self-improvement and growth mindset/approach to the role and as part of a wider team.

- Higher education experience advantageous.

THE 2025 AGENDA