

# Senior Data Insights Analyst

## HEP Level 8

<b>POSITION NUMBER</b>	951269
<b>ORGANISATIONAL UNIT</b>	Data Insights
<b>POSITION REPORTS TO</b>	Associate Director, Data Insights and Surveys
<b>OVERALL PURPOSE</b>	<p>The Senior Data Insights Analyst provides senior analytical capability to support the University’s strategic, operational, and performance decision-making. The role has end-to-end responsibility for the analysis, interpretation, and reporting of complex institutional data, ensuring outputs are accurate, decision-ready, and aligned with governance, privacy, and quality standards.</p> <p>The role leads the development of high-quality analytical insights across a range of internal and external data sources, including performance, financial, student, market, and other institutional datasets. It exercises independent professional judgement, provides authoritative advice to senior stakeholders, and ensures analytical methods, data products, and outputs meet institutional governance, quality assurance, and compliance requirements.</p> <p>Through advanced analysis, clear interpretation, effective visualisation, and strong stakeholder engagement, the Senior Data Insights Analyst supports informed decision-making by senior leaders and contributes to the continuous improvement of the University’s data and analytics capability.</p>
<b>ORGANISATIONAL CONTEXT AND RELATIONSHIPS</b>	<p><b>Within the University the position:</b></p> <ul style="list-style-type: none"> <li>◆ Works closely with BI Solutions developers, other Data Insights team analysts, Performance Business Partners, Digital Campus Services staff, and specific subject matter or systems specialists, e.g. LMS and timetable system owners.</li> <li>◆ Collaborates with executives, academic and professional staff across VU and VU Polytechnic, INFOVU users, subject matter experts and source system owners from across the university.</li> </ul> <p><b>Outside the University the position liaises with:</b></p> <ul style="list-style-type: none"> <li>◆ Government agencies, peak bodies, institutional reporting and analytics staff at other universities and private external information providers.</li> </ul>
<b>LOCATION/CAMPUS</b>	The position is currently located at the Footscray Park Campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.

## KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems and our processes. We will develop the capabilities of our staff to:

Deliver – Excellence Results-driven, accountability, problem solving focus.

Engage – Customer service mind-set internally, externally and particularly for students.

Collaborate and Partner – Build successful relationships, communicate effectively, influence and negotiate.

Innovate – Entrepreneurship, growth, continuous improvement, digital transformation.

Lead – Inspire direction, lead change, manage and develop people.

## OUR ORGANISATION

Victoria University (VU) is a dual sector (higher education and TAFE) tertiary institution based in Melbourne, Australia. VU has academic colleges, each covering a broad discipline of study, and several research institutes and research centres. The University has campuses in Melbourne's CBD and western region, and a campus in Sydney. It also offers courses at partner institutions throughout Asia. Approximately 40,000 students, including around 14,000 international students, study VU courses worldwide. In 2016, VU celebrated its 25th anniversary as a university, which also marked its 100 years as an educational institution.

## ORGANISATIONAL UNIT

The Data Insights Team is part of Business Intelligence, led by the Executive Director, Business Intelligence, and is within the Chief Financial Officer's portfolio.

The Data Insights Team, Survey Team, Performance Business Partners, and BI Solutions (BIS) work closely with Digital Campus Services (DCS) and system owners and business subject matter experts to plan, deliver and govern VU's data, to maintain data security, privacy and access for VU's data warehouse, INFOVU, and VU's Big Data Hub, a platform-as-a-service data repository. Data Insights is actively involved in projects for new systems implementations and updates, planning for the capture and provision of strategic information for decision-makers, while continually improving VU's strategic data assets and capabilities.

The teams, work together to provide data, analysis, institutional research, forecasting, predictive analytics, data visualisation, reports, presentations, advice and recommendations to senior executives. Together, the teams create and use the information that helps the University succeed in a competitive environment. Data Insights is accountable for research, modelling, analysis and producing fit-for-purpose information and user-friendly reports that create the insights to support senior stakeholders to set VU's future direction, to choose successful strategies, and make informed, timely management decisions and to assure accurate government reporting and compliance.

Cross-team collaboration and stakeholder engagement, coupled with a deep understanding of the ways information is gathered from source systems, how it is organised, transformed and used to provide advice and insights for planning and decision-making by others are highly valued skills in this team.

## MAJOR TASKS AND ACCOUNTABILITIES

- ◆ Provide authoritative, high-level analysis, interpretation and reporting of complex institutional data to inform executive, Council and senior committee decision-making, exercising sound judgement and independence within the scope of the role.
- ◆ Maintain end-to-end accountability for the analytical lifecycle, including data sourcing, validation, analysis, interpretation, reporting and quality assurance of outputs.
- ◆ Translate complex and multi-source data into clear, decision-ready insights by identifying trends, risks, opportunities and implications for strategy, policy, planning and performance management.
- ◆ Design, develop and deliver high-quality analytical products, including reports, dashboards, presentations, forecasts and models, ensuring outputs are fit-for-purpose, accessible and appropriately contextualised for senior stakeholders.
- ◆ Provide expert interpretation of analytical outputs, including explanation of assumptions, methodology, limitations and data quality considerations, to support confident and informed decision-making.
- ◆ Provide governance oversight and quality assurance for assigned analytical domains, ensuring accuracy, consistency and methodological integrity of datasets, reports and insights, and supporting data governance, privacy and security requirements.
- ◆ Lead and contribute to the development, application and continuous improvement of analytical standards, documentation and quality controls across the Data Insights function.
- ◆ Respond to complex and high-impact ad hoc analytical requests, applying senior professional judgement to appropriately scope, prioritise and deliver robust and timely outcomes.
- ◆ Plan, prioritise and manage complex analytical work programs across short, medium and long-term horizons, balancing strategic demand, operational priorities and fixed deadlines.
- ◆ Provide senior analytical leadership within the team through peer review, mentoring and capability uplift, without direct line management responsibility where applicable.
- ◆ Act as a trusted advisor to stakeholders on the appropriate use, interpretation and limitations of data and analysis, and contribute to an environment of continuous improvement, learning and innovation through collaboration across the team and broader area.
- ◆ Plan and assign activities, coordinate resources and workload to achieve timely, high-quality outputs.
- ◆ Undertake other duties as directed by the Associate Director, Data Insights and Surveys.

## TYPICAL/MAJOR CHALLENGES

- ◆ Exercising a high degree of independent professional judgement in the interpretation and presentation of complex analytical findings, where decisions may have significant strategic, reputational or compliance implications for the University.
- ◆ Balancing high-priority executive and governance demands with the need to maintain analytical rigour, quality assurance, methodological integrity and appropriate controls over data use.
- ◆ Ensuring analytical outputs are not only technically correct, but are meaningfully interpreted, clearly communicated, and appropriately used by senior stakeholders to inform effective decision-making.
- ◆ Operating effectively in a complex, time-critical and ambiguous environment, requiring both independent and collaborative decision-making in the context of competing priorities, incomplete information and fixed deadlines.
- ◆ Managing and communicating analytical risk, assumptions and limitations, including where data quality, timeliness or availability constraints require balanced judgement and clear advice to decision-makers.

## LEVEL OF SUPERVISION

Operates under broad direction from Associate Director, Data Insights and Surveys, and may be required to manage other administrative, technical and/or professional staff.

## PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ◆ Demonstrated experience providing end-to-end analytical leadership, from data validation and analysis through to interpretation and executive-level reporting, including translating complex analytical outputs into clear, decision-ready advice for senior stakeholders.
- ◆ Proven ability to exercise independent professional judgement on analytical approach, data quality and interpretation in high-impact or sensitive contexts, including where information may be incomplete, time-critical or contested.
- ◆ Strong understanding of data governance, analytical quality assurance, privacy and information security principles, with experience applying these within a large, complex institutional environment.
- ◆ Well-developed understanding of organisational governance, business activities, planning and decision-making processes within a large university or similarly complex organisation, and the ability to translate business information needs into effective, executive-level analytical solutions.
- ◆ Demonstrated ability to manage complex analytical programs of work across competing priorities and short, medium and long-term timeframes, applying sound judgement to balance strategic demand and operational delivery.
- ◆ Competence in data manipulation, modelling, statistical analysis and reporting, using tools and techniques appropriate to the analytical task.
- ◆ Exceptional data visualisation and presentation skills, with the ability to communicate complex information clearly and effectively to executive and senior stakeholder audiences to support influence and informed decision-making, including adapting analytical approaches in response to changing business needs.

## KEY SELECTION CRITERIA

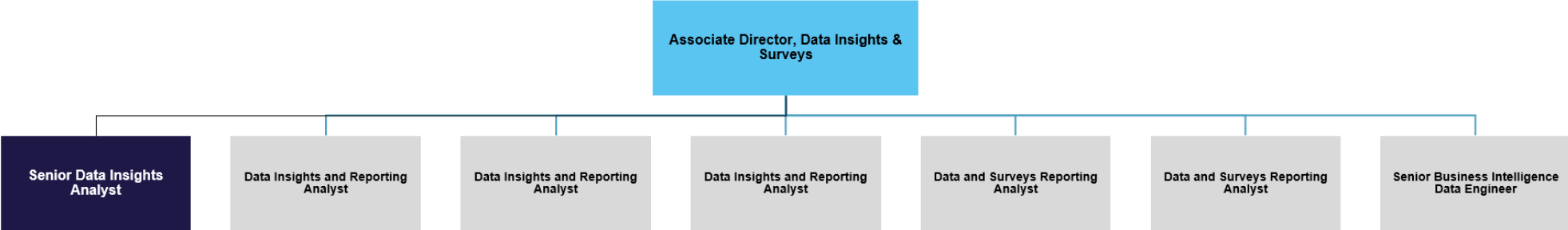
### Essential

1. Knowledge or Training equivalent to: Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience, or extensive experience and specialist technical knowledge, or an equivalent combination of relevant experience and/or education.
2. Strong business and strategic acumen, with the ability to connect analytical insights to organisational performance, strategic priorities and decision-making outcomes in a complex institutional environment.
3. Demonstrated ability to generate actionable insights from complex and multi-source datasets, including scoping and framing ambiguous business problems, identifying trends, risks and opportunities, and translating analysis into clear, evidence-based recommendations that inform strategic decision-making.
4. Advanced capability in interpreting and communicating complex analytical outputs, including the use of effective data visualisation and storytelling to create clear, compelling and audience-appropriate dashboards, reports and presentations for senior stakeholders.
5. Demonstrated ability to influence and engage senior stakeholders, including excellent communication, collaboration and stakeholder management skills, and the ability to present complex findings clearly to support informed decision-making.
6. Demonstrated expertise in the application of enterprise business intelligence, statistical analysis and data manipulation tools, and experience creating models, forecasts and high-quality reports to deliver accurate, timely and targeted management information.
7. Proven ability to exercise independent professional judgement on analytical approach, data quality and interpretation in high-impact or sensitive contexts, including where information may be incomplete, ambiguous or time-critical.
8. Demonstrated expertise in managing short, medium and long-term programs of work, with the ability to prioritise, balance competing deadlines and work both autonomously and collaboratively as part of a team.
9. Demonstrated personal accountability, critical thinking, problem-solving ability, innovation and adaptability, including the capacity to respond effectively to changing business needs.
10. Demonstrates capacity to understand and comply with employer policy and practices in all aspects of work and conduct, including OH&S and Anti-Discrimination responsibilities and complete/attend relevant training.

### Desirable

1. Demonstrated experience providing senior-level analysis, interpretation, and quality-assured reporting for executive or governance audiences.
2. Demonstrated experience applying data governance, quality, privacy and security frameworks to institutional-level analytics.

# Organisational Chart



- Management
- Project (temporary)
- Current Positions
- Vacant Positions