Position Description

Research Performance Analyst

Position No:	New
Department:	Research Performance
School:	Research Office
Campus/Location:	Melbourne
Classification:	Higher Education Officer Level 7 (HEO7)
Employment Type:	Fixed term (12 months), Full-Time
Position Supervisor:	Deputy Director, Rankings and Performance
Number:	50038440

Other Benefits: http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University   http://www.latrobe.edu.au/about

Research Office   http://latrobe.edu.au/research

For enquiries only contact:

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Research Performance Analyst

Position Context

The Research Office supports La Trobe University researchers, senior executive, academic leadership and other administrative divisions to facilitate excellent research outcomes for the University. The Office provides accurate and consistent advice and reporting, as well as flexible and efficient client services, with an emphasis on continuous business improvement. The Office serves to facilitate interactions between La Trobe University researchers and external partners; for example, funding bodies, industry, government, and regulatory authorities. Research Office staff members work cross- functionally and possess a diversity of skills and knowledge to enable them to contribute to other teams in the division and to work with other teams in periods of varied workflow.

Research Performance is responsible for the University's research data and reporting and research management systems. The team manages and provides research information to support the strategic development of the University's research, raise the University's global research profile, and meet compliance requirements. The team collaborates across the University to streamline the collection and dissemination of research data, and develop capabilities in business intelligence, analytics and management reporting. It maintains relationships with external research bodies including research data providers, funding bodies, Government, and international rankings agencies, and is engaged with developments in research data and measurement globally. Research Performance staff have a deep understanding and engagement with the University's research, operations and strategy in national and international context.

The Research Performance Analyst develops and implements the University's research reporting, benchmarking, performance frameworks, and business intelligence capability. Working with the business stakeholders, the Deputy Director Research Performance, and a cross-functional team of Performance and Systems analysts, the role is responsible for developing reporting and analysis to support the University's research performance information needs and compliance requirements. The Analyst gathers information and provides analysis about the University's research performance from a diverse range of information sources, including internal and external databases and web services, international rankings and reports, and through contact with researchers and academic leadership. The Research Performance Analyst will maintain a strong engagement with the developments in research performance measurement and evaluation around the world, and remain informed about the potential application to the University's strategy and planning processes. The role will also advise on how systems can be further developed to improve on reporting and business intelligence capability. The Analyst will support the Research Performance team and the Research Office on projects and other activities from time to time.

Duties include:
- Support the University's strategy, business planning, performance review, and budget processes with timely, accurate information and analysis.
- Develop and maintain a high-level understanding of international research performance measurement and comparison, including ongoing developments in the field, and provide advice on research performance and measurement to the Deputy Director, Rankings and Performance and other senior stakeholders.
- Develop information materials, analysis and reports about research performance and evaluation for University researchers, academic leaders and professional staff.

- Undertake analysis, modeling and benchmarking to determine key factors affecting research performance.
- Provide reports to Senior Management Schools and Government bodies on research outcomes, income, and expenditure, including to meet the University's compliance obligations
- Collect business requirements, review and advise on opportunities for continuous improvement of reports, metrics and data sets to meet business needs.
- Collect, validate and conduct quality improvement of research performance data, including integrating data from a range of business areas and systems and communicating with academic and professional staff, and identifying opportunities to improve processes.
- Keep abreast of developments and emerging trends in the higher education sector, nationally and internationally.
- Support the Research Performance team and Research Office on projects and other activities as required.

Key Selection Criteria:
- An undergraduate degree with at least 4 years subsequent experience; or extensive experience and management expertise; or an equivalent alternate combination of relevant training and experience.
- Excellent interpersonal skills, with a proven capacity to work collaboratively and cooperatively in small teams and with stakeholders across the university.
- Demonstrated high-level quantitative and qualitative analytic skills
- Demonstrated capacity to prepare high-quality reports, documents and presentations
- High-level skills with data acquisition, manipulation, and analysis
- Demonstrated organisational and problem solving skills, with an ability to effectively manage several different projects concurrently.
- Demonstrated high level of self-motivation and personal management skills.
- Ability to develop innovative methodologies involving considerable theoretical and technical sophistication.
- Desirable: Knowledge of current trends and developments in higher education policies nationally and internationally.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are *Connected*: We connect to the world outside — the students and communities we serve, both locally and globally.

- *We are **Innovative**:* We tackle the big issues of our time to transform the lives of our students and society.
- *We are **Accountable**:* We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- *We **Care**:* We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.