

## POSITION DESCRIPTION

<b>Position Title</b>	Senior Institutional Analyst		
<b>Organisational Unit</b>	Provost Office		
<b>Functional Unit</b>	Provost Office		
<b>Nominated Supervisor</b>	Deputy Provost		
<b>Classification</b>	HEW 8		
<b>CDF Level</b>	CDF1	<b>Position Number</b>	10612387
<b>Attendance Type</b>	Full Time	<b>Date reviewed</b>	06-SEP-2024

### ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

An ACU education builds on the Catholic understanding of faith and reason working together in pursuit of knowledge and promotion of human dignity and the common good.

An ACU education seeks to transform lives and communities. Students are challenged to look beyond the classroom, solve real-world problems, develop their own search for meaning and cultivate strong professional ethics. They are invited to stand up for people in need and causes that matter.

ACU is open to all. As is common with great Catholic institutions the world over, the university is inclusive and supportive of everyone, every day – regardless of their faith or tradition.

ACU is a young university making a serious impact. Ranked in the top two per cent of universities worldwide and in the top 10 Catholic universities, we're also a leader in employability with 94 per cent of our graduates employed. The university has seven campuses around Australia, a campus in Rome, Italy, and an online campus – ACU Online.

ACU has four faculties, and several research institutes and directorates. We believe our number one asset is our people. It's the character, enthusiasm and dedication of our staff that make this a university like no other. All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high-quality services with a strong focus on service excellence.

To be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

The structure to support this complex and national university consists of:

- Vice-Chancellor and President
- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer and Deputy Vice-Chancellor
- Deputy Vice-Chancellor (Research and Enterprise)

- Deputy Vice-Chancellor (Education)
- Vice President and Director (Mission and Identity).

## ABOUT THE PROVOST OFFICE

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The Office of the Provost oversees and coordinates the work of the Provost's Portfolio which is a central contributor to ACU's Strategic objectives 2020 - 2023. Led by the Provost, this work supports the Vice-Chancellor and President by providing strategic leadership of major academic-related activities across the university. The key areas within the Academic Portfolio currently are as follows:

- Faculty of Education and Arts
- Faculty of Health Sciences
- Faculty of Law and Business
- Faculty of Theology and Philosophy, including Strategic Partnerships and Executive Education
- Deputy Provost, including the Learning and Teaching Centre, Digital Education and the Academic Skills Unit

Under the interim arrangements in 2020 the Education and Innovation and Provost Portfolios are combined as one portfolio. This includes the Offices of the Provost and the Deputy Vice Chancellor (Education & Innovation).

## POSITION PURPOSE

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As the Senior Institutional Analyst, you will support the university's strategic and operational requirements by identifying, sourcing, analysing, and visualising data to facilitate business insights. The incumbent will contribute to planning, monitoring, and communications processes led by the Provost Office.

The position also provides well-researched analysis, advice and communications on a range of matters related to the university's broader strategic vision, initiatives and measures and conditions in the external environments, which may impact the university and/or the sector.

The Senior Institutional Analyst will work in partnership and as an advisor to the Deputy Provost. The incumbent will also work collaboratively with other stakeholders within the Provost Office, the faculties, and across the university to support delivery of Vision 2033.

## KEY RESPONSIBILITIES

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### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [Code of Conduct for all staff](#)
- [ACU Capability Development Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

<b>Responsibility</b>	<b>Scope</b>
Conduct qualitative and quantitative research related to strategic and/or tactical objectives, including current and emerging university priorities, and potential alignment with existing university portfolio/s.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Provide analysis, insights and advice on prospective opportunities and challenges via benchmarking against the sector.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
In collaboration with portfolio leadership, prepare regular reporting on university key performance areas, including commentary and gap analysis.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Keep abreast of the external environment (including changes to government/external policy), providing interpretation and potential impacts/opportunities within the higher education sector, the university, or specific disciplines within the university.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Facilitate reporting and monitoring of key performance objectives related to Vision 2033.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Establish and foster effective relationships across the university to ensure information on delivering ACU's strategic vision (including risks and challenges) is assessed appropriately and in the relevant timeframe.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Provide other support as required by the Deputy Provost.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

## HOW THE ROLE OPERATES

The position manages complex; difficult or challenging matters/issues/tasks on a regular basis; These matters are often impacted by internal/external factors (technical; policies and procedures; industrial; funding; academic).
The position requires resilience and adaptability to be able to respond to changes in the sector and business landscape and identify areas of improvement.
The position needs to build relationships with staff across the organisation to perform their duties.
This position does not have managerial responsibilities.

## SELECTION CRITERIA

<b>Qualifications, skills, knowledge and experience:</b>	<ul style="list-style-type: none"> <li>• Qualification - Completion of, or progress towards, postgraduate qualifications and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.</li> <li>• Skill - Demonstrated outstanding analytical and problem-solving skills.</li> <li>• Skill - Demonstrated outstanding technical skills related to data management, analysis, management, and visualisation.</li> <li>• Skill - Demonstrated outstanding written and verbal communication skills.</li> <li>• Skill - Demonstrated ability to collaborate with colleagues across multiple campuses and jurisdictions and navigate complex stakeholder dynamics.</li> <li>• Skill - Demonstrated ability to identify, communicate and provide recommendations on opportunities and risks related to rankings performance.</li> <li>• Experience - Demonstrated ability to manage priorities and concurrent projects effectively.</li> <li>• Experience - Experience working in the higher education sector and/or business intelligence preferred.</li> </ul>
<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.</li> <li>• Understand the business environment in which ACU operates and adopt a university-wide point of view to seize opportunities and improve commercial viability.</li> <li>• Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.</li> <li>• Coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement.</li> </ul>
<b>Essential Attributes:</b>	<p>Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.</p>
<b>Working with Children and vulnerable adults check</b>	<p>This role does not require a Working with Children Check.</p>

## REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart  
<https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

