



University of
South Australia

MANAGER – BUSINESS INTELLIGENCE

JOB & PERSON SPECIFICATION

JULY 2010



JOB SPECIFICATION

POSITION	:	MANAGER – BUSINESS INTELLIGENCE
REPORTS TO	:	DIRECTOR – PLANNING AND ASSURANCE SERVICES
NATURE OF EMPLOYMENT	:	TO BE NEGOTIATED – CONTINUING OR CONTRACT
		FOR CONTINUING POSITION THE TOTAL REMUNERATION PACKAGE INCLUDES SALARY, EMPLOYER SUPER CONTRIBUTIONS OF UP TO 17% SALARY AND ANNUAL LEAVE LOADING
LOCATION	:	PLANNING AND ASSURANCE SERVICES
CAMPUS	:	101 CURRIE STREET, CITY WEST CAMPUS
		PLEASE NOTE : APPOINTMENT IS TO THE UNIVERSITY. THE APPOINTEE MAY BE REQUIRED TO UNDERTAKE DUTIES AT OTHER LOCATIONS.

About UniSA

The University of South Australia is the State's largest university with over 36,000 students, 2,300 FTE staff, five campuses and an annual budget of approximately A\$500m. The University promotes a collaborative research culture and an innovative teaching and learning approach. Its focus on business partnerships, flexible entrance policies, regional engagement and Indigenous education has earned UniSA a distinctive and reputable position in the international and national higher education landscape.

About Planning and Assurance Services (PAS)

PAS is a central unit reporting to the Chief Operating Officer. PAS contributes to improved corporate performance management through supporting and improving processes and frameworks for decision making at all levels of management. Its main functions are :-

- development and implementation of business intelligence strategy and competency in the University;
- support for corporate and local review and planning processes with appropriate tools, communication, project management, information gathering and analysis as required;
- support for a pervasive quality improvement culture in the University, including description, analysis and improvement of current approaches;
- support for management decision making processes through the timely and accurate analysis of available business data and statistics;



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About Planning and Assurance Services (PAS) (cont.)

- support for the University's evaluation framework;
- provision of an independent, objective assurance activity designed to add value and improve University operations, through improving the effectiveness of risk management, control and governance processes.

Reporting relationships

The Manager: Business Intelligence reports to the Director: Planning and Assurance Services and manages a team of five staff as well as being responsible for contract staff who join the team for specific projects.

The Business Intelligence team works closely with the other teams within the Unit (Quality and Evaluation, Audit and Risk Management and Institutional Analytics), and liaises with senior managers, Chancellery staff and staff from other areas within the University to further the aims of the Unit and the Resources Portfolio.

Core responsibilities

The Manager: Business Intelligence will facilitate the use of management information related business systems and data to provide timely information to support effective planning and decision-making.

Specific duties include :-

1. coordinate the design, development and review of the University's corporate information environment framework to ensure that information from corporate and functional areas meets the University's strategic planning and business requirements;
2. liaise with data owners to ensure the quality and integrity of the data within the management information systems is maintained and developed;
3. liaise with end users to ensure that management information services and systems provided by the University are appropriate for their business needs. Provide training, as appropriate;
4. direct the development of the university's enterprise data warehouse to achieve the business needs of the University;
5. direct the generation and dissemination of strategic institutional information to support management decision making processes.;
6. relationship management with key software providers and liaison with internal and external stakeholders to ensure provision of management information meets the business needs of the University;
7. ensure the University's approach to management information is informed by best practice by maintaining up-to-date knowledge of relevant business intelligence processes and systems. Identify gaps and emerging needs and provide expert and strategic advice to the University on how these might be addressed;



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Core responsibilities (cont.)

8. contribute to planning processes and policy development within Planning and Assurance Services Unit;
9. contribute to the management of Planning and Assurance Services Unit as a member of the Planning and Assurance Services executive team;
10. other duties, as directed, which are within the scope of the classification and consistent with the role of Planning and Assurance Services.

The duties as specified above may be altered in accordance with the changing requirements of the position.

Special requirements

Staff must follow and apply the following :-

Supervisors

- provide leadership to the workgroup in successfully implementing relevant aspects of the University OHSW&IM system;
- implement OHSW&IM consultative arrangements and ensure staff participation;
- implement University OHSW&IM procedures for identifying hazards, assessing risk and implementing appropriate control measures;
- implement University procedures for providing OHSW&IM related training;
- implement University OHSW&IM procedures for rehabilitation management.



PERSON SPECIFICATION

Selection criteria

Essential

- relevant degree qualifications or equivalent skills and knowledge equating to previous substantial work experience in project management;
- significant senior level management experience with a successful track record in a large complex organisation;
- initiating, planning, managing and implementing large projects and continuous improvement initiatives in a service level environment;
- business transformation;
- business improvement principles and procedures including business process re-engineering and systems implementations;
- benchmarking, performance measurement and change management principles, practices and methodologies;
- building continuous improvement cultures and capabilities;
- proven successful leadership and people management skills including team management, coaching and development activities and integration of teams;
- high level written, verbal communication and presentation skills appropriate to a range of audiences, including the ability to clearly articulate and present complex information in a meaningful and usable form;
- demonstrated ability to recognise and resolve conflict and to negotiate to achieve outcomes acceptable to all parties;
- a demonstrated commitment to understanding strategic business needs, including an excellent appreciation of customer service and the ability to develop effective relationships with clients and other stakeholders including the development and successful implementation of service level agreements.

Desirable

- understanding of UniSA organisational structures and processes;
- six Sigma Black or Green Belt certification.



HOW TO APPLY

Applications in Word format only should be forwarded to Andrew Reed by e-mail 12962@hender.com.au

Telephone enquiries are welcome and may be directed to Gill Manser on (08) 8100 8825.

Please Note

Your application will be automatically acknowledged by a return e-mail.