

## Position Description: Data Analytics Manager

Position Details	
<b>Position</b>	Data Analytics Manager
<b>Team</b>	Operations
<b>Reports to</b>	Chief Operating Officer
<b>Direct reports</b>	Data Analyst

Position Summary
<p>The Data Analytics Manager oversees the collection, processing and interpretation of data to guide strategic decision-making. Data typically relates to the education sector, including characteristics of independent schools, school performance, student demographics and government funding.</p> <p>This role also develops and maintains business intelligence solutions for use by ISQ staff and by independent schools.</p>

Relationships	
<b>Key internal relationships</b>	<ul style="list-style-type: none"> <li>• ISQ managers</li> <li>• ICT team</li> <li>• Queensland Independent Schools Block Grant Authority (QISBGA)</li> <li>• Queensland Independent Schools Parents Network (QISPN)</li> </ul>
<b>Key external relationships</b>	<ul style="list-style-type: none"> <li>• Queensland independent schools</li> <li>• Commonwealth Department of Education</li> <li>• Queensland Department of Education</li> <li>• Queensland Catholic Education</li> <li>• Independent Schools Australia (ISA)</li> <li>• Other external stakeholders as required</li> </ul>

## Responsibilities

The Data Analytics Manager is responsible for:

1. Overseeing the collection and processing of large datasets to ensure accuracy and reliability (e.g. annual student enrolment data).
2. Building and maintaining relationships with relevant stakeholders, including government agencies, the Queensland Catholic education system, and associations of independent schools across Australia.
3. Ensuring compliance with any limitations on ISQ's handling of specific datasets.
4. Developing and maintaining business intelligence solutions for use by ISQ staff and independent schools.
5. Developing and implementing strategies to streamline access to contextualized data insights, and to enhance the value of datasets.
6. Communicating data insights to independent schools, including the potential impact on future government funding as a result of different scenarios.
7. Providing advice to independent schools regarding their compliance obligations relevant to data collection and handling (e.g. enrolment census).
8. Supporting ISQ staff to understand data trends and patterns relevant to the education sector (e.g. enrolment trends), to support decision-making, advocacy and representation.
9. Managing and mentoring a direct report to support the above activities.
10. Delivering ad hoc initiatives as required.

## Requirements

<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Extensive experience with business intelligence, data analytics and statistics</li> <li>• Experience with Microsoft business intelligence tools would be beneficial</li> <li>• Experience managing projects and team members to deliver data analytics initiatives</li> <li>• Experience in utilising data analytics to inform policy development / advocacy</li> <li>• An understanding of education sector datasets would be well-regarded</li> <li>• An understanding of the government funding arrangements for non-government schools would be well-regarded</li> </ul>
<b>Qualifications and licenses</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications preferably in Commerce, Business, Information Technology or other fields relevant to this position.</li> </ul>
<b>Skills and attributes</b>	<ul style="list-style-type: none"> <li>• Problem solving and analytical skills</li> <li>• Attention to detail</li> <li>• Excellent communication skills</li> <li>• Stakeholder/relationship management</li> <li>• Ability to coordinate and complete a range of tasks</li> </ul>



	<p>and priorities within committed deadlines</p> <ul style="list-style-type: none"><li>• Commitment to contribute to a constructive and collaborative team culture.</li></ul>
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APPROVED BY: CEO  
DATE: