POSITION DESCRIPTION

TITLE OF POSITION International Analyst	**SERVICE AREA** AUT International	
REPORTS TO Director AUT International	**LAST REVIEWED** June 2021	**SALARY BAND** D

PURPOSE

AUT International is within the portfolio of the PVC International. There are various parts of AUT International as a whole; however, their physical locations may vary. AUT International performs a crucial role in developing the university's international profile, building international relations, and ensuring the effective delivery of the university's international student recruitment targets. To achieve these goals, AUT International has to work in a collaborative way across various parts of the university. For this reason, it is essential that all positions within AUT International work very closely with AUT Brand and Marketing, the Faculties, and Student Services to deliver on the international strategy (International Roadmap) and the International Recruitment Plan.

This role brings senior-level capacity to the international teams in the areas of data analytics and visualisation, strategic and end-user reporting, and reporting.

This position will contribute to improving university performance with a focus on supporting the University's future direction. The Senior International Analyst will carry out value-added reporting based on complex data analysis that will directly support senior management decision-making and continuous improvement processes.

KEY RELATIONSHIPS

External
System vendors/suppliers
Ministry of Education
Other Universities (NZ & Australia)
Statistics New Zealand
Audit New Zealand

Internal
Strategy and Planning
Brand & Marketing
AUT Staff
Other areas of the University
Other internal groups

KEY ACCOUNTABILITIES

RESPONSIBILITY	EXPECTED OUTCOMES
Data analytics and reporting for AUT International Extract, analyse and report on data to support business, as usual, inform International planning, and meet strategic information requirements	▪ Extract, explore, and contextualise relevant data from the University's Data Warehouse, in support of Business Analytics Team projects in Strategy and Planning ▪ Develop and support visualisation tools for the purposes of data analysis and communication of key findings ▪ Monthly, Quarterly and Annual reporting commitments are delivered, including key metrics ▪ Confidentiality maintained at all times

RESPONSIBILITY	EXPECTED OUTCOMES
	▪ Identify areas and opportunities for improvement with systems team that are outside current systems functionality
Data Integrity & Management of Systems Coach and support users to improve the quality of input and output of processes. Supporting improved use of the BI Warehouse, UniAssist and custom built dashboards for improved team analysis of data.	▪ Audit processes implemented to regularly monitor data integrity and identify areas of data inaccuracy and trends ▪ On-going coaching and training of system users to ensure improved data input and timely correction of data integrity issues ▪ Improved data structure alignment between systems and reporting ▪ Contribute to the development of Standard Operating Procedures and training material
	▪
Development of strategic reports for the International team and the PVCI Support Internationalisation goals by ensuring key opportunities and threats are identified and communicated	▪ Support the Director of AUT International to draft concise, clear reports in areas such as recruitment, international fee setting, international kpi framework, agent management, scholarships, marketing and international growth plans ▪ Routine monitoring and identification of trends that may need to be elevated to senior management level
AUT International Specific AUT International works across a range of international regions and cultures and requires all employees to actively develop their cultural understanding and sensitivity to further AUT's progress in the development of its international profile, its international relationships, and to meet the requirements of international students.	
Behaviour delivering on AUT Values – Tika, Pono Aroha Integrity, Respect, and Compassion to support Achievement Active contribution to the general philosophy and spirit reflected in AUT policies, procedures, and guidelines.	▪ Team performance and the achievement of departmental, team and organisational goals and objectives are actively supported ▪ A mindful focus on equity and diversity is maintained and reflected across all areas of work practice ▪ Knowledge and skills are developed and maintained to meet competent performance requirements for the current position ▪ Compliance with AUT policy and procedures along with an active contribution to continuous improvement
Health & Safety Active contribution to a safe and healthy work environment and compliance with all associated policy and legislation.	▪ AUT health and safety policies and procedures are understood and followed ▪ Identified hazards are efficiently isolated, addressed and reported

RESPONSIBILITY	EXPECTED OUTCOMES
	▪ Participation in health and safety audits of work is proactive ▪ An understanding of emergency and evacuation procedures demonstrated

ORGANISATIONAL CONTEXT
As per Delegated Authorities

Roles reporting directly to the Vice Chancellor; Deputy Vice-Chancellor, Deans, Assistant Vice Chancellors, Pro-Vice-Chancellors	Tier 1
Senior Managers, including Deputy and Associate Deans, Heads of Schools, Group Directors, Directors	Tier 2
Managers including Directors, School Managers, Directors of Institutes/Research Centres	Tier 3
This Role	Tier 4

Description

This role forms part of a matrix model working closely within Brand and Marketing, Faculties and Student Services and Administration.

COMPLEXITY

The Senior International Analyst works directly with colleagues across AUT International and therefore requires strong relationship management skills. The role will require a strong data management and analysis background which informs and influences strategic decisions. Strong knowledge of data management, collection and structure of data and data interpretation will be key. The role will use a range of technologies and knowledge and reporting tools to contribute to the success of strategic initiatives.

The role of Senior International Analyst requires knowledge, skills and experience in a specialist area that is responsible for providing information used by senior management on issues that impact at the international and university level. It demands the ability to generate insight from data and to convey the implications of findings to management through concise written reporting and well-presented data visualisation.

The role requires a high degree of initiative in the preparation, interrogation and analysis of data, and in the design, development and creation of business intelligence outputs. This position also requires the ability to work and with senior staff throughout the organisation. It requires an understanding of the complex nature of a large organisation and the wide range of factors that could impact on its operations.

AUTHORITIES

Delegations/Contractual

Nil

Staff

Nil

Financial

Nil

PERSON SPECIFICATION

MANDATORY	DESIRABLE
FORMAL QUALIFICATIONS	
▪ A qualification in Business and Information Technology or equivalent work experience	▪ CI, TQM and PM desirable ▪ Certificates in Business Reporting tools such as Business Objects/Crystal and SSRS
KNOWLEDGE & EXPERIENCE	
▪ Minimum 7 years' experience in data reporting functions ▪ Minimum 7 years of experience of documenting processes and identifying requirements in a business context ▪ Advanced knowledge of business analysis, applicable statistical and data analytics, processes and procedures ▪ Knowledge and experience in business reporting tools, including BI ▪ Knowledge and practice in the principles of equity and diversity ▪ Knowledge of system change management	▪ Experience of working in the international education sector.
SKILLS	
▪ Ability to assess, interpret and test hypotheses within an environment of complex information. ▪ Analytical problem-solving skills, especially the ability to source and offer a variety of solutions ▪ Ability to synthesize complex data into concise and meaningful reports for end users ▪ High level of communication skills to support users, ▪ Experience of change management, project management and team collaboration ▪ Demonstrated confidence in learning and applying technology in a business context ▪ Self-management skills are essential particularly in areas of time management and setting and achieving objectives ▪ The ability to use Business Intelligence/Analysis technologies to provide historical, current and predictive views of business operations ▪ Well-developed interpersonal skills and the ability to advise and influence others and work across a multi-cultural context	▪ Decision making skills – able to evaluate risks and opportunities ▪ Scenario-modelling

▪ Excellent written and oral communication skills, in particular writing in English, working with the public and the ability to convey complex issues concisely and clearly ▪ Excellent organisational skills, including the ability to organise events if required ▪ High level of IT literacy, including desktop applications – MS software, databases and an understanding of digital communication ▪ Self-management skills (organisation and time management) ▪ Ability to work well within a team ▪ Strong analytical skills to provide proactive solutions to agents, students and the public ▪ Crisis management skills ▪ Strong intercultural skills ▪ Ability to maintain confidentiality ▪ Ability to establish rapport with international visitors and students ▪ Ability to provide advisory services	
ATTRIBUTES	
▪ Cross-cultural competence ▪ Capacity to work as a team member across broad networks ▪ Ability to work flexibly under conditions of resource constraint and to manage the uncertainty associated with a dynamic environment ▪ Thinks strategically and creatively but be operationally effective with attention to detail	