



St Andrew's College

Strategic Analyst:

A unique efficiency at St Andrew's College

Rationale

Efficient decisions are made by having access to quality information (other similar models in business include Knowledge Manager and Chief Information Officer).

Key Functions

- To work closely with the Rector to provide information to feed into Strategic Planning and Development
- To be responsible for managing intellectual capital and be the custodian of knowledge management practices
 - Maximise the returns on investment in people, processes and intellectual capital, get the best out of customer relationships, repeat successes, share best practices and improve innovation

Key Tasks Include:

- Prepare a timeframe for reviews to take place
- Prepare, collate and analyse data that is relevant to a particular project
- Continuous brainstorming with Rector about areas in need of attention
- Assist with financial analysis of expenditure related to any project under review and determine outcomes (cost benefits)
- Explore achievement data, measurement, and opportunities and possibilities for target-setting in all aspects of operations
- Liaise with staff responsible for areas under review and innovate change that leads to improved results
- Be available to staff who are managing projects across the College and assist them with data collection

What Skill Set is Helpful for this Role?

- An ability to understand the big picture
- Advocacy of the knowledge agenda
- Project management skills
- Formal report writing skills
- Leadership skills and ability to work as part of a team
- Attention to detail
- Ability to motivate others
- Strong interpersonal skills (especially good listening)
- Data management skills
- Data presentation and measurement skills
- Comfortable working with variety of ICT platforms
- Solid research skills in both qualitative and quantitative research
- Business acumen

Key Benefits:

- Allows the College to benchmark its position and use data meaningfully to make strategic decisions
- Ability to be proactive in gathering data
- Self-review process is able to happen strategically
- An opportunity for staff to give feedback in a confidential environment
- An opportunity for students and parents to have a voice through group discussions or surveys and contribute to areas of interest