

POSITION DESCRIPTION



SECTION A: Position Context

Position Title	Associate Business Analyst
Position Grade	E1-T - Officer
Category	Executive
Campus / Unit	Sarawak Campus - Finance and Business Analysis (FBA)
Term of Appointment	Fixed-term Appointment
Effective Date	June 2025

Position Purpose

The position supports the business performance and its related activities of the Sarawak Campus. It is anticipated that Sarawak Campus will expand rapidly and that the responsibilities and scope of the position will grow accordingly.

The position reports to the Manager, Finance and Business Analysis (FBA), and supports the FBA team in delivering business performance insights through data collection, report preparation, and the use of business intelligence tools. The role will assist in developing visual dashboards, support budgeting and costing processes, and contribute to procurement, financial reporting, and risk monitoring activities. This position is well-suited to an analytical thinker who is eager to learn, can manage multiple tasks with supervision, and thrives in a fast-paced office environment.

The position will be required to work within a culture of continuous improvement and will be supported and encouraged to identify areas where efficiency can be improved and control measures can be implemented to achieve a higher standard.

The position requires a high level of financial, report presentation, clerical and secretarial skills including Microsoft Excel and Words, time management and good communication skills. The position is also expected to work effectively in a team environment and to interact effectively with the University staff and relevant Heads of Management Units, and to the public in providing quality customer service at all times.

Participation on Committees

The position will be required to participate on relevant committees as and when required for the efficient performance of duties and as directed by the Manager, FBA; or Director, FBA; or by any other person as assigned by an authorised personnel.

Supervision Reporting Relationships

<u>This</u> position's supervisor/manager	Manager, FBA; or any other person as assigned by an authorised personnel
Other positions reporting to <u>this</u> position	None

Location

This position is located at the Swinburne University of Technology Sarawak Campus.

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

KEY RESPONSIBILITY AREAS		
1.	BUSINESS INTELLIGENCE (BI)	<p>Assist the Manager, FBA to:</p> <ul style="list-style-type: none"> Contribute to the development of a “single source of truth” through business intelligence (BI) and data-driven solutions, including data analysis, simulation, data mining, data visualisation, and the exploration of sustainable business models and best practices to support strategic planning and decision-making. Work closely with Management Units to collect and validate data, ensuring accurate costing and financial feasibility assessments for new and existing projects, courses, or activities, as well as providing input into the evaluation of viable new directions. Support the regular measurement and review of key performance indicators (KPIs) to identify opportunities for improvement, drive organisational change and enhance agility in a dynamic environment. Apply BI tools and technology to ensure the accuracy, timeliness, and integrity of reports used to monitor and support the implementation of the University-wide Campus Plan and performance metrics.
2.	PROCUREMENT AND FINANCIAL OPERATIONS	<p>Support the Manager, FBA to:</p> <ul style="list-style-type: none"> Gather, validate and analyse data from Management Units for annual budgets, forecasts, and financial plans. Assist in preparing regular and ad-hoc procurement and financial reports, dashboards, and variance analyses to support data-driven decision-making. Monitor budget utilisation and expenditure trends to identify potential risks or opportunities and escalate issues as appropriate. Maintain documentation and ensure accuracy in financial records to support audit and compliance requirements.
3.	OPERATIONAL SUPPORT AND STAKEHOLDER ENGAGEMENT	<p>Assist the Manager, FBA to:</p> <ul style="list-style-type: none"> Collaborate with various departments and Management Units to gather data, clarify requirements, and understand operational needs. Support project coordination and workflow tracking. Maintain and improve reporting templates, document process workflows, and contribute to knowledge management initiatives.
4.	CUSTOMER SERVICE	<p>Collaborate with internal and external stakeholders to better understand, anticipate and meet the current and future needs of the Sarawak Campus:</p> <ul style="list-style-type: none"> Assist Manager, FBA to implement high quality processes that document, assess, improve and deliver favourable service performances. Work effectively in cross-functional projects and teams. Be accessible for customer enquiries and respond to customers in a timely manner.
5.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	<p>Assist management in monitoring, measuring and reviewing performance of all OHSMS programmes including through the following:</p> <ul style="list-style-type: none"> Coordinate the implementation of OHSMS and ensure compliance among all stakeholders particularly SUTS staff, students, contractors and visitors; Direct investigation of incidents and coordinate corrective actions as needed.
6.	SWINBURNE VALUES AND CULTURE	<ul style="list-style-type: none"> Commit to the Swinburne Values. Conduct work professionally while demonstrating the Swinburne Values at all times.
7.	OTHER DUTIES	<p>Any other duties or ad-hoc projects as and when required and directed by the Manager, FBA; or Director, FBA; or any other person as assigned by authorised personnel.</p>

SECTION C: Key Selection Criteria

Application letters and / or resumes must address the Qualifications and Knowledge / Experience / Attributes sections under the key selection criteria.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential/ Highly Desirable / Preferable
1.	a) A Bachelor's degree in Data Analytics, Computing or IT related discipline from a recognised institution or a professional qualification in a relevant area; or b) A Diploma with a minimum of three (3) years relevant working experience in a data analytics environment. Fresh Bachelor degree holders in relevant discipline can be considered.	Essential
2.	An additional Bachelor's degree in Accounting or business-related discipline from a recognised institution or a professional qualification in a relevant area would be an added advantage.	Highly Desirable

Experience / Knowledge / Attributes: Required by the position to successfully perform the positions key responsibilities.		Essential/ Highly Desirable/ Preferable
1.	Excellent knowledge in operating BI or tech savvy tools, i.e. PowerBI, Tableau, UIPath, Python, etc	Essential
2.	A level of maturity consistent with the requirements of the position for independent work, initiative and sound business acumen.	Essential
3.	Self-starter, resourceful, thorough and detail-oriented in obtaining and producing financial information.	Essential
4.	A dynamic and proactive person with a strong technical knowledge and analytical skills.	Essential
5.	Ability to set priorities, plan work and meet deadlines in a dynamic environment.	Essential
6.	Demonstrated ability to operate other software application including Enterprise Resource Solutions (Oracle, SAP, Microsoft Dynamic, etc), Word, Excel, Powerpoint, Visio, Outlook etc.	Essential
7.	Demonstrated ability to multi-task.	Essential
8.	Good report writing skills.	Essential
9.	Demonstrated ability to work under limited direction and use initiative and judgments.	Essential
10.	Flexibility and adaptability in order to work under pressure and meet short and long-term deadlines.	Essential
11.	Excellent communication and interpersonal skills, and demonstrated ability to work effectively in a consultative and team environment.	Highly Desirable
12.	Demonstrated ability to form sound working relationships with a wide range of staff.	Highly Desirable
13.	Ability to handle legal issues in collaboration with panel of solicitors	Highly Desirable
14.	Knowledge of the Malaysian education system and an understanding of the key issues relating to the provision of private tertiary education in Malaysia.	Highly Desirable
15.	Relevant working experience in a tertiary institution.	Highly Desirable