

## POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Data Analyst (Surveys) Level: 5

Faculty/Division: Planning, Marketing & Communications

Department/Location: Reporting & Data Management Unit

### Primary purpose of the position:

This position supports the University's survey activities through the loading and maintenance of survey data and providing technical assistance for survey reporting functions. This position will also assist the survey team to respond to requests for survey and related data. This position provides survey support to the Project & Evaluations Officer - Surveys and the Reporting Manager (Students).

### Position Environment:

The Planning, Marketing & Communications Division (PMCD) includes the:

- Strategic Planning unit
- Reporting & Data Management Unit
- Strategic Marketing, Communications & Media Unit

Sponsored by the Senior Vice Chancellor, the Division has approximately 30 staff and ensures that a coordinated synergy exists between all areas of Strategic and Operational Planning, establishment and monitoring of KPI's, strategic marketing, media relations, University ranking & positional reputation and Government reporting. The division interacts regularly with the wider University community, other Universities and Government bodies.

The Reporting and Data Management Unit is one of three units in the Planning, Marketing and Communications Division. The Reporting and Data Management Unit is UOW's central data analysis and reporting team that supports university decision making through the provision of reliable information and data.

### Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Maintenance of the survey data repository, development of new tables in consultation with the Data Manager and Reporting Manager (Students) and uploading of new data	40%	<input type="checkbox"/>
2. Support technical survey reporting functions including the development of reports	35%	<input type="checkbox"/>
3. Respond to ad hoc requests for data from the wider university community	10%	<input type="checkbox"/>
4. Support continuous review of data management and procedures	10%	<input type="checkbox"/>
5. Support administrative survey functions	5%	<input type="checkbox"/>
6. Observe principles and practices of Equal Employment Opportunity	Ongoing	<input type="checkbox"/>
7. Have OH&S responsibilities, accountabilities and authorities as outlined in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/">http://staff.uow.edu.au/ohs/commitment/responsibilities/</a> document	Ongoing	<input type="checkbox"/>

## **Inherent Requirements:**

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

## **Reporting Relationships:**

Position Reports to: Reporting Manager (Students)

The position supervises the following positions: Nil

## **SELECTION CRITERIA - Knowledge & Skills:**

Essential:

- Strong numerical reasoning skills and/or a sounds combination of knowledge and skills in statistics.
- Demonstrated analytical and problem-solving skills in the management of data and the production of reports.
- Ability to gather, organize and present information in a clear and logical manner
- Demonstrated proficiency with databases, spreadsheets and other systems to effectively manage information and data.
- High level of accuracy and attention to detail
- Demonstrated use of initiative in the workplace with a pro-active approach to work activities.
- Well-developed communication skills

## **SELECTION CRITERIA - Education and Experience:**

Essential:

- Completion of a relevant bachelor degree in Business Systems, Mathematics, Statistics, Econometrics, Computer Science or related area with a strong analytical component, with subsequent work experience, or a combination of education and experience deemed to be equivalent.
- Extensive experience in the use of Excel.
- Demonstrated ability to validate data

Desireable:

- Exposure to the higher education sector
- Experience with relational databases
- Experience in the use of SQL
- Experience with Tableau or an equivalent business analytics package

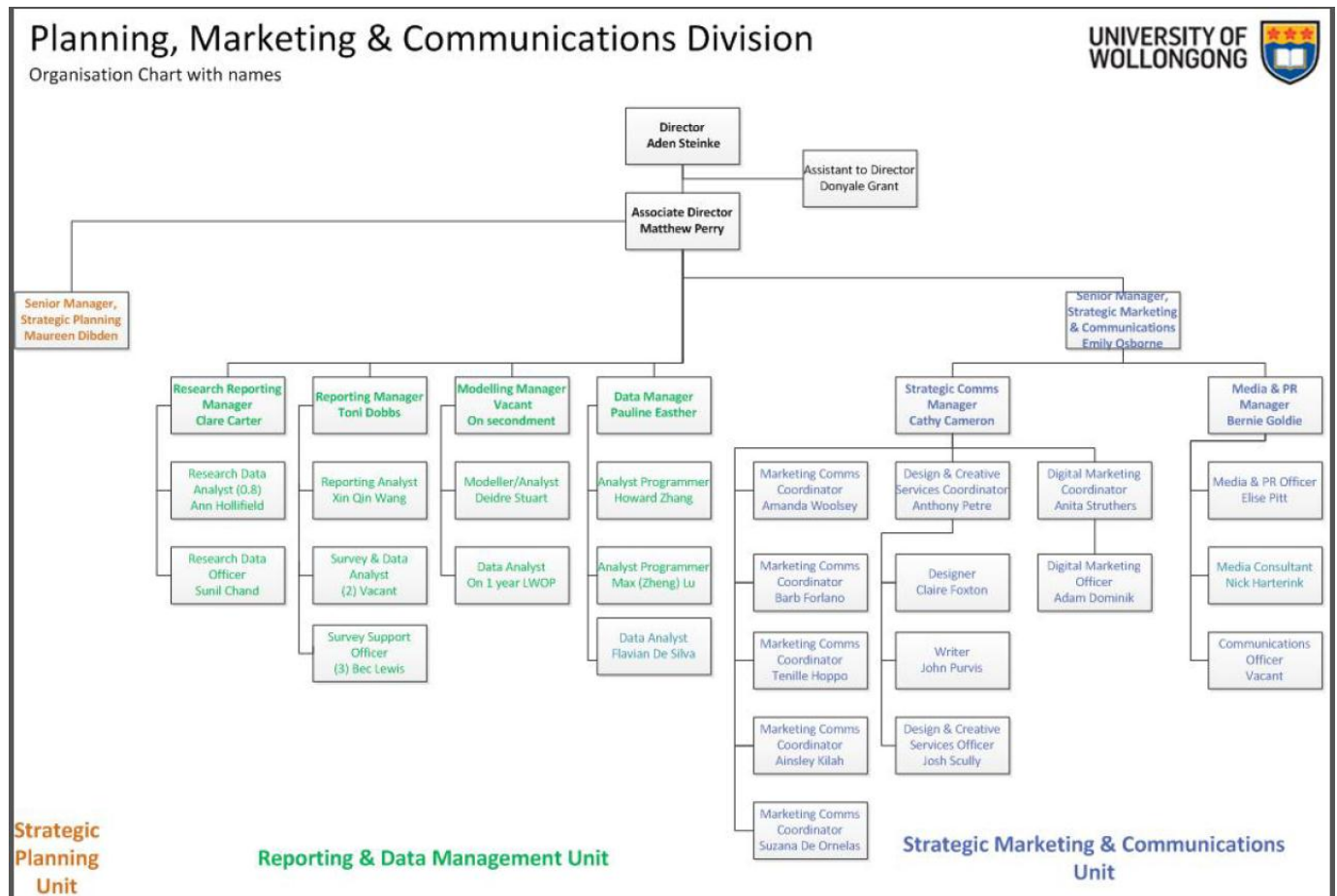
## Personal Attributes:

- Ability to work with minimal supervision
- Highly motivated and organized, committed and flexible
- Ability to work as part of a team
- Methodical approach to work activities

## Special Job Requirements:

n/a

## Organisational Chart:



## Approval:

Approval by Head of Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_