

POSITION DESCRIPTION – General Staff For levels 6/7 and above

Position Title: Data Analyst Level: 6/7

Faculty/Division: Deputy Vice Chancellor (Education) Department/Location: Business Analysis & Learning Analytics

Primary purpose of the position:

The Data Analyst will provide support to the evaluation, enhancement and learning analytics strategic priorities within the DVCE portfolio. The Data Analyst will join the Business Analysis & Learning Analytics team as it is forming and will bring strong qualitative and quantitative skills to the team.

Position Environment:

The University of Wollongong is a leading Australian university attracting students from more than 130 countries and is fundamentally committed to providing our diverse body of students with an engaging world class and internationally oriented learning experience. The University has a strong research profile and an outstanding record of achievement in research performance and intensity over the last decade. UOW has forged strong links with the communities in which it operates with five Regional Campuses providing higher education opportunities in non-urban areas.

In 2012 the University began a process of refreshing its Strategic Plan. The process involved extensive consultation across the University community and culminated in the approval of a new Strategic Plan 2013 – 2018. The plan articulates UOW's commitment to being a leading world-class University with the stated aim of being positioned in the top 1% of University's in the world. The University's Strategic Plan includes *Goal 2 Learning & the Student Experience*. The role of the Data Analyst makes a direct contribution to achieving this goal through the provision of timely qualitative and quantitative education evaluation data.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Conduct data analysis to support the education oriented evaluations undertaken by the DVCE Evaluation Team across the full spectrum of DVCE portfolio responsibilities including Learning & the Student Experience and Connecting Communities.	Timely provision of accurate data analysis support	50	
2.	Assist with the review and renewal of evaluation instruments used within DVCE portfolio.	Timely review and renewal of evaluation instruments	20	
3.	Provide support for the UOW Learning Analytics activities at UOW including development of data visualisation aids.	Contribution to development and implementation of the UOW learning analytics strategy	15	
4.	Provision of information management and data analysis services related to DVCE business analysis and reporting activities (internal and external).	Business analysis and reporting complete	15	

5.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
6.	Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/document	To ensure a safe working environment for self & others.	Ongoing	

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:	Director Business Analysis & Learning Analytics
The position supervises the following positions:	No supervision
Other Key Contacts:	Information Technology Services, Performance Indicator Unit, Planning, Marketing & Communication Division

Key Relationships:

Contact/Organisation	Purpose & Frequency of contact
DVCE portfolio staff	As required
Reporting and Data Management Unit – Data Manager	As required
Performance Indicator Unit – Business Analyst	As required
Performance Indicator Unit – Technical Analyst	As required

Key Challenges:

1. Quickly coming to terms with the complex data environment at UOW
2. Conducting accurate data analysis in a time pressured environment with competing demands and changing priorities

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Thorough knowledge of both qualitative and quantitative analysis methods
- Skill in the use of statistical software packages such as SPSS or similar
- Functional understanding of database structures and SQL
- Excellent communication and presentation skills
- Strong understanding of data quality concepts

Desirable:

- Skill and experience using a business intelligence system e.g. Cognos or similar

SELECTION CRITERIA - Education & Experience:

Essential:

- Relevant tertiary qualifications
- Experience in information management and data analysis within a complex organisation with diverse stakeholders
- Experience reviewing and implementing evaluation instruments in diverse operational contexts
- Experience working in a time pressured environment, balancing the competing demands and priorities of multiple stakeholders

Desirable:

- Previous work experience in the higher education sector

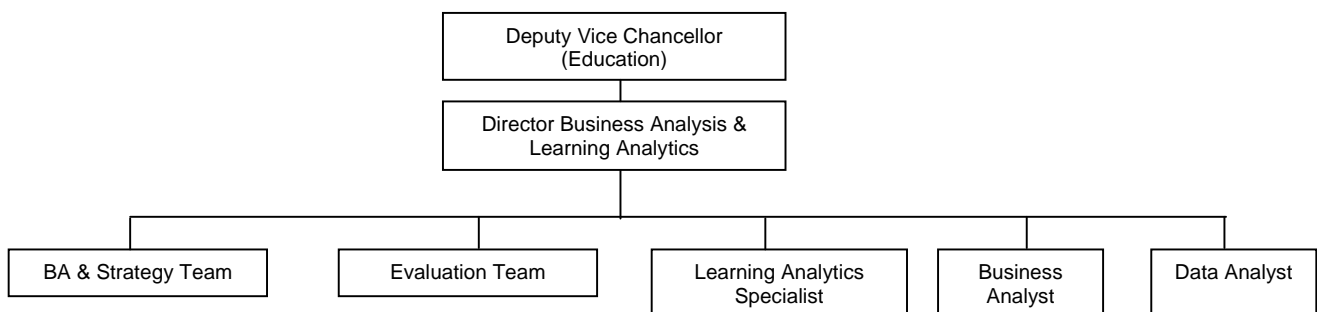
Personal Attributes:

- Strong identification with UOW's mission and core values
- Consistent attention to detail
- Ability to work independently
- Has a 'can do' approach, commits to action and takes responsibility for driving outcomes.

Special Job Requirements:

- Nil

Organisational Chart:



Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____