

POSITION DESCRIPTION

Position Title	Senior Analyst		
Organisational Unit	Government, Policy and Strategy		
Functional Unit	Patrick McMahon Glynn Institute		
Nominated Supervisor	Director, Patrick McMahon Glynn Institute		
Higher Education Worker (HEW) Level	HEW Level 9	Campus/Location	North Sydney
CDF Achievement Level	1 All Staff	Work Area Position Code	14042
Employment Type	Full-time, Continuing	Date reviewed	July 2017

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at www.acu.edu.au.

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

ABOUT THE PM GLYNN INSTITUTE

The PM Glynn Institute was established by Australian Catholic University in early 2016 to provide the Catholic community with a standing capacity to analyse public policy issues of concern not only to the Catholic Church and its services, but to the wider Australian community as well.

The PM Glynn Institute is named after Patrick McMahon Glynn (1855-1931). One of the founders of the Commonwealth of Australia, he contributed to public life as a barrister, writer and parliamentarian, serving as a minister in three Federal governments.

The Institute's work is shaped by the proposition that understanding the contemporary world also means considering religion and the foundations of faith as important and enduring features of the social and political landscape, both in Australia and globally.

Its role is to generate new approaches and new thinking on public policy issues, and to develop well-supported and practical proposals to address them.

ABOUT THE OFFICE OF THE DIRECTOR OF GOVERNMENT, POLICY AND STRATEGY

The PM Glynn Institute is part of the Office of the Director of Government, Policy and Strategy, which is responsible for managing high level policy issues and government relations on behalf of the Vice-Chancellor, Provost and Chief Operating Officer.

The Office of the Director of Government, Policy, and Strategy facilitates outcomes across the University by working in partnership with University stakeholders and developing relationships with key external stakeholders.

POSITION PURPOSE

This role undertakes analysis of secondary quantitative and qualitative data as part of ensuring a strong empirical basis for the Institute's public policy work in its three major focuses: the place of religion in secular democratic societies, the future of human rights, and sources of hope in a time of anger and disengagement. Informed by a strong understanding of the social sciences, particularly sociology, economics and demography, the position will develop and undertake primary quantitative and qualitative research to support the programs and projects of the Institute. This will include collecting and analysing qualitative and quantitative data, including large-scale and longitudinal survey data. The role requires significant interaction and collaboration with external experts and partners on quantitative research and with government bodies.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Undertake secondary analysis of quantitative data from a wide range of sources, informed by an understanding of economics, sociology, demography or other related disciplines in the social sciences.	<ul style="list-style-type: none"> • Be Responsible And Accountable For Achieving Excellence • Make Informed Decisions • Communicate With Impact 	✓			
Initiate and conduct quantitative and qualitative research in support of the Institute's research priorities, either as part of a team or independently (in consultation with the Director).	<ul style="list-style-type: none"> • Be Responsible And Accountable For Achieving Excellence • Collaborate Effectively. • Adapt To And Lead Change 	✓			✓
Work closely with the Research and Projects Manager and project teams to ensure a strong empirical basis for the Institute's research.	<ul style="list-style-type: none"> • Collaborate Effectively • Be Responsible And Accountable For Achieving Excellence • Communicate With Impact 	✓		✓	✓
Lead specific research projects using a range of qualitative and quantitative methods, including surveys, interviews, content analyses, mapping and analysis of secondary data sets.	<ul style="list-style-type: none"> • Adapt To And Lead Change • Make Informed Decisions • Collaborate Effectively 	✓			
Provide guidance and advice on qualitative and quantitative research, including the development and evaluation of surveys, study designs and modelling.	<ul style="list-style-type: none"> • Be Responsible And Accountable For Achieving Excellence • Communicate With Impact. • Make Informed Decisions 	✓			
Undertake and manage literature searches, literature reviews, and the production of reports and annotated bibliographies as required.	<ul style="list-style-type: none"> • Communicate With Impact • Make Informed Decisions • Be Responsible And Accountable For Achieving Excellence 	✓			
Collaborate with internal and external partners and stakeholders on qualitative and quantitative research projects and data collection.	<ul style="list-style-type: none"> • Collaborate Effectively • Know ACU Work Processes And Systems • Deliver Stakeholder Centric Service 	✓		✓	✓

Prepare or contribute to the writing of funding applications and proposals as required, including to key stakeholders and partners.	<ul style="list-style-type: none"> • Communicate With Impact • Apply Commercial Acumen. • Deliver Stakeholder Centric Service 	✓			
Lead or contribute to the writing of research reports for the Director, project partners and stakeholders.	<ul style="list-style-type: none"> • Communicate With Impact. • Deliver Stakeholder Centric Service • Be Responsible And Accountable For Achieving Excellence 	✓		✓	✓
Assist as required in presenting the outcomes of the Institute's research to a wide range of audiences and stakeholders, using a variety of formats.	<ul style="list-style-type: none"> • Communicate With Impact • Be Responsible And Accountable For Achieving Excellence • Deliver Stakeholder Centric Service 	✓			✓

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Gather, review and summarise quantitative data in an efficient and timely manner to provide an essential foundation for the Institute's research and projects.
- Identify and ensure access to major data sources and data sets relevant to the Institute's research priorities.
- Ensure that the quantitative data the Institute relies on to inform policy positions is rigorous, accurate and complete.

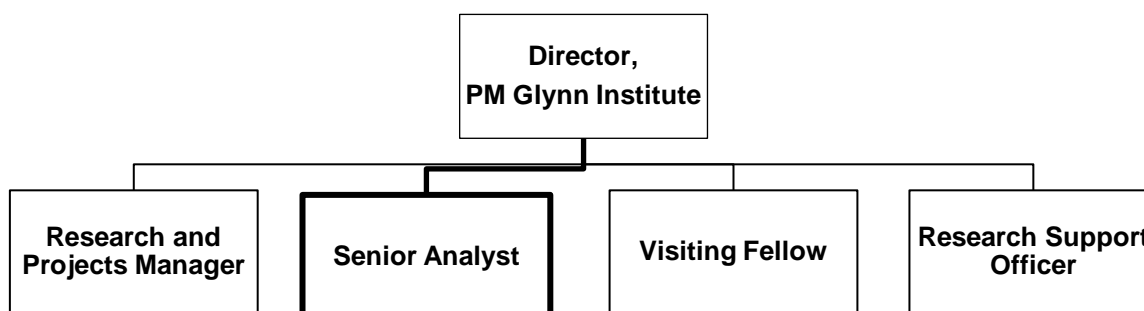
Decision Making / Authority to Act

- Works closely with the Director, the Research and Projects Manager and senior colleagues on the Institute's research and project work.
- Works with minimal supervision under the broad direction of the Director and has substantial autonomy in day-to-day management of work priorities.
- Maintains effective communication with the Director, the Research and Projects Manager, members of project teams and other colleagues and stakeholders to ensure that information and advice is appropriately shared.

Communication / Working Relationships

- Works closely with the Research and Projects Manager to support the Institute's research work and projects.
- Collaborates with members of the project teams, researchers in the Faculties and Institutes and external experts and partners on quantitative research.
- Liaises with the Director on research priorities.

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Post graduate qualifications in an area involving quantitative research relevant to the Institute's work, such as economics, politics, religion, demography, or statistics.
2.	Extensive demonstrated experience in public policy work or other relevant areas.
3.	Excellent quantitative and qualitative research skills.
4.	A successful track record in using a range of data and sources for public policy or related research.
5.	Proven ability to manage a number of projects at one time and meet required deadlines without compromising attention to detail and quality of the work.
6.	Proven skills in gathering, summarising and analysing large quantities of information and data, including demonstrated ability to draw policy implications and recommendations from research data.
7.	Excellent written communication skills, including experience in a range of written formats and in making engaging presentations.

Core Competencies (as per the [Capability Development Framework](#))

8.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
9.	Demonstrated ability to work collaboratively and cooperatively in teams across an organisation and with partners and stakeholders to capitalise on all available expertise to achieve organisational objectives.
10.	Excellent interpersonal and communication skills and demonstrated ability to communicate with impact and purpose to gain the support of others and negotiate for mutually beneficial outcomes.
11.	Demonstrated ability to work independently and to take initiative and personal accountability for achieving the high quality outcomes through an understanding of organisational context, self-reflection, and aspiring to excellence.

Other attributes

12.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
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