DATA QUALITY AND INTEGRITY SPECIALIST

DEPARTMENT/UNIT Office of the DVC & SVP (Enterprise & Governance)

FACULTY/DIVISION Office of the Vice-Chancellor and President

CLASSIFICATION HEW Level 7

DESIGNATED CAMPUS OR LOCATION Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Portfolio of the Deputy Vice-Chancellor and Senior Vice-President (Enterprise and Governance) [DVC (Enterprise and Governance)] shares responsibility for successful governance, executive services and risk management University-wide, as well as delivery of the University’s vision and strategic goals. It is accountable for providing University-wide leadership, strategic support for industry partnerships, commercialisation, industry engagement and innovation, and provides the required focus for achievement of the ‘Enterprising’ goal, one of the four key goals of Focus Monash. The DVC (Enterprise and Governance) works as part of the Vice-Chancellor’s Group in ensuring that Monash is a truly enterprising University, both in what it does and how it does it.

The Strategic Intelligence & Insights Unit within Enterprise and Governance, uses advanced analytics and adopts a multi-disciplinary approach to deliver innovative data solutions, intelligence and insights to support the University’s strategy.

Project Engage is a program of work that targets enterprise and industry engagement, with the overarching objective of building enduring relationships with industry, government and other organisations to apply research and education capabilities to deliver impact. Whilst a digital solution will be a key enabler to support the growth in projects, partnerships and revenue, the primary purpose of Project Engage is to build a culture where relationships are well stewarded to maximise benefits for both the industry partner and the University, and to ensure the next generation has the skills to work naturally in this space.

POSITION PURPOSE

The Data Quality and Integrity Specialist will support the Project Engage leadership team and other senior stakeholders and interface with other senior stakeholders on Data Custodianship matters relating to Project Engage and UniCRM.
This position will have a dual reporting relationship into the Strategic Intelligence and Insights Unit and the Partnerships Capability and Operations group within the Enterprise and Governance Portfolio.

The role will deliver a range of data and research services relating to Project Engage and drive high-quality and professional data management and research services to support the effective achievement of the University’s enterprising priorities and compliance with relevant regulations and protocols. The position also participates in data and research focused projects, providing expert advice at both strategic and operational levels.

**Reporting Line:** The position reports to Director, Research Performance, Strategic Intelligence and Insights Unit under broad direction with a degree of autonomy. The role will be working closely with the Manager, Data Integrity and Research within External Relations, Development & Alumni.

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. Establish and coordinate the operation of the Data Custodianship function in accordance with University policies, procedures and strategic priorities
2. Undertake the data quality assurance process to clean and maintain integrity of data, by performing quality checks, data analysis and data profiling
3. Establish and coordinate a work environment of continuous review and improvement of business practices, operational processes and service provision
4. Scope and prepare project briefs, undertake research, data analysis and management in areas of functional specialisation, including regular business reporting
5. Manage and coordinate projects, establish policy and procedures, and ensure that the compliance and quality processes relevant to data management and research activities are adhered to
6. Develop and maintain strong partnerships with other relevant business units, functional areas and project stakeholders, including provision of expert data management and research advice
7. Other duties as directed from time to time

**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   - a degree qualification in a relevant field with extensive relevant experience; or
   - extensive experience and management expertise in technical or administrative fields; or
   - an equivalent combination of relevant experience and/or education/training

**Knowledge and Skills**

2. Demonstrated experience in data management, analysis and visualisation, project coordination and reporting
3. Demonstrated analytical, research and problem solving abilities
4. Highly developed planning and organisational skills
5. Strong relationship management skills, including the ability to interact, influence and negotiate with a variety of stakeholders
6. Well-developed interpersonal and communication skills, with the ability to appropriately tailor communications to a range of audiences, including senior stakeholders

7. Advanced computer literacy, including business management software packages

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.