POSITION DESCRIPTION

Position Title: Data Analyst – Research Outputs and Impact Project

Organisation Unit: Learning and Research Services
The University of Queensland Library

Position Number: TBC

Type of Employment: Full Time / Fixed Term (12 months)

Classification: Hew Level 7

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences,
sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

**The University of Queensland Library**

The Library is integral to learning, discovery and engagement at The University of Queensland. We provide access to quality scholarly information resources and quality client focused services and spaces to support teaching and research at The University of Queensland. We partner with the UQ and wider community to provide pathways to enrich learning and research.”

The Library’s collection is one of the largest academic collections in Australia and by far the largest in Queensland. The collection encompasses more than 2.5 million volumes, a burgeoning online collection of approximately 75,000 distinct journal titles in electronic and/or print format, over 500,000 electronic books and over 1,000 networked databases, as well as manuscripts, microform and pictorial collections.

Information about the University of Queensland Library including its Profile and Strategic Plan is available at [www.library.uq.edu.au](http://www.library.uq.edu.au)

**Information for Prospective Staff**

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - [http://www.uq.edu.au/current-staff/working-at-uq](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

The Data Analyst, Research Outputs and Impact is responsible for conducting a project to ensure high quality research output reporting services through the provision of statistical and other research performance data to the University's research community. The project will be involved in working with other areas of the University to deliver high value information about publication and research output performance, including the planning and implementation of initiatives related to research publication citation data analysis and reporting.

Working under the supervision of the Manager, Research Output and Impact, the role will work effectively with a range of staff across the UQ Library and UQ organizational units to achieve efficient and reliable extraction of publication related data, interpretation and accurate reporting of UQ metrics related to publications, and the development of appropriate standard reports and visualisations to enhance reporting capabilities.
Duties

Duties and responsibilities include, but are not limited to:

- Support the Manager, Research Output and Impact to conduct a project to implement advanced bibliometric reporting, including the development of streamlined data extraction and high quality data visualization techniques;

- Liaise externally and with staff at all levels of the University to present publication-related data, including citation and collaboration metrics, to enhance understanding of the University’s research effort at the level of individual, research group, organizational unit and whole of University;

- Develop and undertake research output/citation data analysis to design well-informed reports to advance understanding of collaboration activity and research quality;

- Coordinate and assist in the preparation of metrics reports, including data validation;

- Identifying emerging data needs and work to incorporate new publication-related data sources within UQ’s corporate reporting systems, and/or redevelop existing data sources by developing specifications and undertaking quality assurance checks;

- Maintain awareness of relevant technology software improvements, which may benefit the collection, integration, presentation and analysis of research publication information within UQ;

- Develop and implement appropriate training and professional development strategies for librarians within the ROI team and Client Services related to project deliverables;

- Actively participate in team initiatives and cooperate with team members in a manner that reflects a commitment to team goals and objectives, effective communication, information sharing and problem solving practices. This includes providing backup to other team members as required;

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct

- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School

- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures

- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Manager, Research Outputs and Impact
SELECTION CRITERIA

Essential

• A degree with at least 4 years’ subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training;

• Demonstrated understanding of basic statistical tests, distributions, maximum likelihood predictors, especially related to the field of bibliometrics etc.;

• Proven analytical skills and ability to leverage quantitative/qualitative trend data to draw conclusions to help drive solutions, design reporting tools, and develop and manage research process governance protocols;

• Advanced skills in compiling, manipulating and analysing complex datasets using tools such as SAP Business Objects and the Microsoft Office suite;

• Experience in supervising and training staff in a team environment;

• Strong interpersonal skills, with the ability to communicate, collaborate, consult and negotiate with staff at all levels, as well as with external agencies;

• Ability to work flexibly in a fast-paced environment of changing priorities.

Desired

• Experience in preparing written correspondence and associated material for training purposes;

• Ability to initiate projects and bring them to a satisfactory conclusion within the specified timeframe;

• Knowledge/understanding of higher education and research landscape, especially publication practices and research evaluation.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to Elle Guerrero by email central-hr-advisory@uq.edu.au or phone 07 3443 1369.