# POSITION DESCRIPTION

**Position Title:** Data Management Officer  
**Organisation Unit:** Aboriginal & Torres Strait Islander Studies Unit  
**Position Number:** NEW  
**Type of Employment:** Full-time, Fixed term  
**Classification:** HEW Level 6

## 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 well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. Over the past 3 years for which audited data are available UQ has attracted the highest (2013) or second highest (2012, 2014) amount of research funding of any Australian university.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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://university.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment
The Aboriginal and Torres Strait Islander Studies (ATSIS) Unit was established at The University of Queensland in 1984, recognising the importance of support for Aboriginal and Torres Strait Islander students and engagement with the Indigenous community. The activities of the ATSIS Unit are guided by the objectives of The University of Queensland Strategic Plan. The ATSIS Unit strongly supports the celebration of Aboriginal and Torres Strait Islander cultures and recognises the enormous contributions that Aboriginal and Torres Strait Islander peoples and perspectives bring to UQ's Learning, Discovery and Engagement activities.

The ATSIS Unit has offices on the St Lucia and Gatton campuses and remote assistance is provided to students at other UQ campuses or locations.

All employees within the Aboriginal and Torres Strait Islander Studies Unit require a demonstrated understanding and acceptance of the Aboriginal and Torres Strait Islander identities and cultures.

The ATSIS Unit reports to the Office of the Pro-Vice-Chancellor (Indigenous Engagement), which is responsible for:

- leading the strategic development, implementation and monitoring of the whole-of-University approach to Indigenous Learning, Discovery and Engagement;
- strengthening leadership within the University in relation to Indigenous Education; and
- building links within the community.

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

DUTY STATEMENT

Primary Purpose of Position
The primary role of the Data Management Officer is to provide statistical and analytical reporting to assist in the delivery of programs and services designed to improve Aboriginal and Torres Strait Islander tertiary participation, retention and success at the University of Queensland.

This role will be responsible for monitoring process efficiencies in relation to data management. The incumbent will collate, and analyse data from a variety of sources, evaluate processes, optimise performance and develop surveys to produce consistent results. The position will support the Manager, Outreach & Engagement, Manager, Student Services, ATSIS Unit Director in the administration of ATSISU programs and services.
**Duties**

Duties and responsibilities include, but are not limited to:

- Extract, prepare, explore and analyse large structured and unstructured data sets from multiple sources, e.g., QTAC and UQ reporting systems and programs using advanced analytics tools that support and inform business decision-making related to targeted program and process development.
- Utilise qualitative and quantitative survey methods to extract data resourced from external organisations in relation to the Unit’s programs; to assist the management team with the development of programs which are designed to enhance the recruitment, support and success of Aboriginal and Torres Strait Islander students.
- Design and build analytical data models and create reports that will guide and direct activities across all ATSIS Unit teams.
- Assist in the monitoring and research of portfolio metrics and student behaviour designed to inform the management team on future strategic directions.
- Maintain an understanding of statistical methodologies and remain updated on emerging technologies and internal standards to ensure that all analytic-based assignments are delivered efficiently and effectively.
- Undertake other such duties as required under the direction of the Director, Aboriginal & Torres Strait Islander Studies Unit and in collaboration with the Manager, Outreach & Engagement and Manager, Student Services.

**Note:**

The preferred candidate must:

- Be a holder of a Blue Card or have the ability to attain one;
- Possession of an open drivers licence with a clean driving record.
- Confirmation document

The ordinary hours of work for this role will be between 8am-6pm Monday to Friday. However, from time to time after hours and weekend work may be required. Potential overnight stays on local travel.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- 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 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 Director, Aboriginal & Torres Strait Islander Studies Unit.
SELECTION CRITERIA

This is an identified position and the occupant must be of Aboriginal and/or Torres Strait Islander descent as an equal opportunity measure in accordance with Section 105 of the Queensland Anti-Discrimination Act 1991.

Essential

- A degree with subsequent relevant experience; or extensive experience and specialist expertise, or broad knowledge in a data management related field; or an equivalent combination of relevant experience and/or education/training.

- High level communication and interpersonal skills, including the ability to build networks and maintain positive relationships with a wide variety of people, including Government staff, external Agencies, UQ staff, and Aboriginal and Torres Strait Islander Communities.

- A working knowledge of the UQ reporting tools, systems and processes, in particular those that relate to student participation, retention and completion and a familiarity with QTAC.

- Demonstrated high level computer literacy skills, familiarity with using Excel, Powerpoint, Word, and database management.

- Demonstrated high level analytical, evaluation and problem-solving skills along with the ability to interpret feedback surveys in order to develop reports which meet specific deliverables.

- Demonstrated high level organisational skills, including the ability to show initiative, meet deadlines, assess operational needs, priorities and tasks, and to operate effectively with limited supervision.

- Demonstrated understanding and acceptance of the diversity of the Aboriginal and Torres Strait Islander identities and cultures.

The University of Queensland values diversity and inclusion.