POSITION DESCRIPTION

Position Title: Research Analytics Officer
Organisation Unit: Office of the Deputy Vice-Chancellor (Research)
Position Number: 1193889
Type of Employment: Continuing
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 (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ topped the nation in the prestigious Nature Index table for Life Sciences; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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://uniquest.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.

**The Office of the Deputy Vice-Chancellor (Research)**

The Deputy Vice-Chancellor (Research) is a member of the University's Senior Executive and has responsibility for enhancing the University's performance and reputation in research, research training, and research collaboration with external stakeholders, nationally and internationally. This includes the strategic management of research at an institutional level; development of research policy; management of research strategic initiatives, and development of research collaborations in Australia and overseas. The Deputy Vice-Chancellor (Research) also interacts closely with Executive Deans and Institute Directors who have operational responsibility for research development within the University's Faculties and Institutes respectively, and chairs the University Research Committee, a committee of the Academic Board that promotes and supports research and research training within the University.

The Deputy Vice-Chancellor (Research) is supported by the staff in the UQ Research and Innovation portfolio. Units within the portfolio have responsibility to support the University's research community through strategic engagement with external stakeholders, funding organisations and research partners; international collaborations; grants management; research performance data management; research higher degree management; and research ethics and integrity.

Further information is available at: [http://www.uq.edu.au/research](http://www.uq.edu.au/research)

**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 Research Analytics Officer is responsible for ensuring accuracy in the provision of statistical and other research performance data to the University’s research community and relevant external agencies (e.g. Department of Education and Training, Australian Bureau of Statistics, Go8 and Universities Australia). It is also involved in the planning and implementation of initiatives related to research data analysis and reporting, including playing a key role in the University’s response to the Commonwealth Government’s Excellence in Research for Australia initiative.

Working under the supervision of the Manager, Research Policy and Performance, the Research Analytics Officer will need to liaise effectively with a number of key UQ staff and sections to achieve efficient and reliable extraction, interpretation and accurate reporting of UQ research performance, quality and management data for a number of internal and external purposes.
Duties

Duties and responsibilities include, but are not limited to:

- Support the Manager, Research Policy and Performance to implement the development of analytics and evaluation processes for research quality and performance reporting;
- Liaise externally and with staff at all levels of the University to collect, collate, interpret and validate data used in the production of research performance information for the University.
- Develop and undertake research data and policy analysis to provide well-informed strategic advice to support senior management decision making;
- Coordinate and assist in the preparation of reports, briefings and submissions to internal and external stakeholders, including the Federal government, on a range of matters;
- Identifying emerging data needs and work with the unit’s data warehouse systems analysts to incorporate new data sources/redevelop existing data sources by developing specifications and undertaking quality assurance checks;
- Maintain awareness of relevant technology software/hardware improvements, which may benefit the collection, integration, presentation and analysis of research information within UQ Research and Innovation;
- Develop and implement appropriate training and professional development strategies for academic and professional staff in relation to research data collection, management, reporting and analysis;
- Respond to requests from UQ organisational units for complex queries and standard reporting from UQ Research and Innovation data in corporate universes;
- Actively participate in team initiatives and projects 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.
- Provide assistance to the Manager, Research Policy and Performance in the preparation of reports, ad hoc queries and information provision 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 sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures

Reporting Relationships

The position reports to the Manager, Research Policy and Performance.
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, etc.;
- Analytical skills, including demonstrated ability in quantitative data analysis and the analysis of policies, procedures and other information to identify issues and solve problems;
- Proven 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 BusinessObjects and the Microsoft Office suite;
- Ability to initiate projects and bring them to a satisfactory conclusion within the specified timeframe;
- 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, and for submissions to government agencies;
- Experience in supervising and training staff, especially short-term appointments.

The University of Queensland is an equal opportunity employer. Smoking is prohibited in all University buildings.