POSITION DESCRIPTION

Position Title: Data Analyst - Evaluations
Organisation Unit: Institute of Teaching and Learning Innovation
Position Number: 3027417
Type of Employment: Full Time 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 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://uniqest.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 Institute for Teaching and Learning Innovation (ITaLI) is taking a leading role in teaching and learning professional education and innovation. ITaLI is an integrated teaching, research and service delivery centre for teaching and learning practices at UQ.

Directed by the Pro-Vice-Chancellor (Teaching and Learning) [PVC(T&L)], ITaLI provides leadership, engagement and advocacy in educational innovation, teaching excellence, student evaluations, online learning and learning analytics, and aims to transform teaching and learning across the University through the delivery teaching and learning projects and services. ITaLI addresses critical areas of unmet need in teaching and learning by bridging the gap between the exponentially expanding discipline of higher education teaching and the increasing complexity of teaching to assist University teaching staff and improve the learning experience of students.

Two of the mechanisms by which the University assists staff to improve their courses and teaching practice, and improve the learning experience of students is through the Student Evaluations of Course and Teaching (SECaT) and Student Evaluation of Tutor (SETutor) surveys. SECaT and SETutor surveys are administered by ITaLI every semester for:

- All coursework courses and their staff with six or more students enrolled; and
- Self-selected tutoring staff (typically employed on a casual basis) where there are more than five students per tutorial group.

Information about ITaLI may be accessed on our web site at http://itali.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

DUTY STATEMENT

Primary Purpose of Position

This position provides support to the evaluation, enhancement and analytics strategic priorities within ITALI and will bring strong qualitative and quantitative skills to the team. The Data Analyst-Evaluations will be responsible for administering and analysing internal data, in particular, SECaT and SETutor survey data, in addition to other data sources which may to help improve teaching and learning and the student experience at the University.

Duties

Duties and responsibilities include, but are not limited to:

Data Analysis-Evaluations
• Administer and report outcomes for teaching and learning evaluations activities, primarily for the SECaT and SETutor surveys.
• Analyse, identify and assess data attributes using statistical software packages; develop recommendations and processes to support the education-oriented evaluations undertaken by the Evaluation team as they relate to teaching and learning and the student experience.
• Provision of information management and data analysis services related to business analysis and reporting activities (internal and external).
• Explore data to identify opportunities to improve the student experience and teaching and learning at the University.
• Develop understanding of business processes, goals and strategy in order to provide analysis and interpretation to management.
• In consultation with the Manager Evaluations, review and renew evaluation instruments, and conduct other evaluations activities such as staff or learning spaces surveys, as those needs arise.
• Contribute to the activities of the Evaluation Unit, including enquiries management, staff meetings, project meetings, and seminars.
• Contribute to the Evaluation Unit’s websites including evaluation resources and documentation creation.

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 Manager, Evaluations.
SELECTION CRITERIA

**Essential**

1. Degree in a relevant academic discipline with at least 4 years subsequent relevant experience; or an equivalent combination of relevant experience in higher education and/or education/training.
2. Demonstrated experience in survey methodologies, analyses, and reporting
3. Demonstrated experience in the use of Microsoft Excel (including VBA) and SAP Business Objects (or similar)
4. Skill in the use of software packages such as SPSS, R, Microsoft Access, or similar, to manage, analyse, and report data outcomes
5. Functional understanding of HTML, ETL processes, database structures, and SQL
6. Excellent interpersonal skills evidenced through client support and enquiries management
7. Ability to prioritise and manage projects effectively while respecting confidentiality on all occasions and handling data with sensitivity

**Desirable**

1. Previous experience with EvaSys Education Survey Suite or similar survey management software

The University of Queensland values diversity and social inclusion.

Employment opportunities are not limited by race, ethnicity, religion, disability, age, sexuality, gender or other protected attributes. Applications are encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au