Position Description

Title: Senior Research Data Officer
HEW Level: Level 8
Faculty/Office: Research Services
Position Number: TBA
Department/Team: Post-award and Reporting
Date: January 2019

Position Purpose: To oversee the processes relating to data collection, analysis and reporting for National Research Assessments and to provide support for systems related to these assessments

ORGANISATIONAL CONTEXT

The Deputy Vice-Chancellor (Research) [DVCR] is responsible for the development and strategic enhancement of Macquarie University’s research, research training, and innovation profile as well as the creation, support and advancement of local, national and international research collaborations and partnerships.

Research Services is responsible for the management of research that takes place at Macquarie University or is conducted by University staff. This task is divided between four functional teams: Pre-Award, Post-Award and Reporting, Ethics and Integrity and Research Contracts and Policy.

The Post Award and Reporting Team aims to assist Macquarie University to achieve its research goals. The Team is responsible for post-award management of research projects, research management reporting and data integrity, and the preparation of high-quality submissions to National Research Assessment exercises.

ORGANISATION CHART
## KEY ACCOUNTABILITIES

- Analyse, interpret and communicate results from the data sets relevant to National Research Assessments as recommendations to key stakeholders.
- Conduct extensive analysis of the relevant data sets and communication of results arising from National Research Assessments.
- Drive the collection, cleansing, merging and management of research data from various sources.
- Ad hoc data extraction, manipulation & analysis for the purpose of insights, benchmarking and strategic recommendations.
- Produce data visualisation and dashboard reporting.
- Preparation of strategic and operational reports.
- Oversee production and submission of internal and external institutional reports, including National Research Assessment submissions.
- Maintain an understanding of the information needs of National Research Assessments, including ERA and EI, and guide the development of tools to assist in assembly of related data sets.
- Proactively participate in continuous improvement of the processes involved in the preparation for National Research Assessments.
- Oversee the administration of such data as the ERA platform and PURE ERA module applications to support sustainable process for National Research Assessment submissions.
- Designing, developing and delivering training to users in relation to the use of the ERA platform application.
- Liaise with relevant University staff to develop efficient means of collecting and reporting on research management and output data.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and as appropriate for the incumbent’s level of competence.

## POSITION CONTEXT

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>National Research Assessments Leader</th>
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<tbody>
<tr>
<td>Positions Reporting to:</td>
<td>Direct: nil</td>
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### Key Direct Clients:
- DVC(R)
- ARC
- PVC(R)
- Research Services
- FRMs and ADRs

### Other Key Relationships:
- IT
- Library
- OFS
- Marketing
- Analytics
- Office of the DVCR
- Strategic Planning and Information

### Budget Accountability:
- nil

### Role-specific Conditions:
- Criminal checks

### Scope and autonomy:
Develops and/or modifies programs, processes, systems and/or policies that may impact University-wide projects, process improvements and/or initiatives.

### Problem solving:
Draws on knowledge, experience and expertise to identify, develop and implement new initiatives, processes and programs.
## CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

<table>
<thead>
<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tbody>
<tr>
<td><strong>Influencing and Persuading:</strong> Building commitment by convincing others and winning them over to a particular point of view.</td>
<td><strong>Resilience:</strong> Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td><strong>Implementing Systems:</strong> Adopting a systematic and organised approach, and developing and utilising guidelines and procedures.</td>
<td><strong>Interpersonal Impact:</strong> Making a positive impression on others in a range of interpersonal contexts.</td>
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<td><strong>Setting Expectations:</strong> Stating clearly what is expected from others, clearly expressing ideas, and maintaining a precise and constant flow of information.</td>
<td><strong>Flexibility:</strong> Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Delegating:</strong> Enlisting the talents of others to help meet objectives by giving them important activities and sufficient autonomy to exercise their own judgement.</td>
<td><strong>Accountability:</strong> Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td><strong>Giving Feedback:</strong> Letting others know in a straightforward manner what is expected of them, how they have performed and if they have met needs and expectations.</td>
<td><strong>Delivering Outcomes:</strong> Holding high expectations for and pushing self and others to achieve at high levels.</td>
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### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Degree qualification and equivalent experience in data base management or a related field.
- Expert level SQL knowledge, query tuning, schema design, and ETL processes
- System configuration and administration experience
- Knowledge of the Australian HE environment.
- Knowledge of external reporting requirements in tertiary education.
- Understanding of the use of information technology in research management.

### ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of the Research Services’ functions and structure.
- Knowledge of the Research Services’ policies, systems, processes and procedures.
- Knowledge of how the University works and how relevant functions across the University interrelate.
- Knowledge of Australia’s National Research Assessment exercises

### KEY EXPERIENCES
- Working extensively in data management, analysis and the interpretation of data using various business intelligence software
- Experience in supporting applications development and maintenance
- Working with information management systems and databases including developing of metrics and complex cross-content reports
- Working in a team environment and experience in successful project delivery
- Working in a university research management environment
- Working to tight deadlines within a complex and dynamic project
- Demonstrated experience in data collection, management and reporting process improvements
- The ability to communicate effectively with others including colleagues and other internal teams
- The ability to effectively communicate complex systems issues to stakeholders
- Gathering business requirements from multiple stakeholders for report development
- Data and process gap analysis
- Strong experience in analysing and providing insights on various datasets