# Position Description

<table>
<thead>
<tr>
<th>Title:</th>
<th>PACE Data Integrity Officer</th>
<th>HEW Level:</th>
<th>HEW Level 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Office:</td>
<td>DVC (Academic)/PVC Learning and Teaching</td>
<td>Position Number:</td>
<td></td>
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<tr>
<td>Department/Team:</td>
<td>PACE</td>
<td>Date:</td>
<td>July 2018</td>
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</tbody>
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## Position Purpose
To ensure high levels of data accuracy and consistency across the PACE integrated system and to provide guidance and support to frontline faculty teams in managing data integrity.

## Organisational Context
The portfolio of the Deputy Vice Chancellor Academic oversees the strategic learning and teaching framework for the University and has overall responsibility for the planning, quality and delivery of education provided to Macquarie University’s undergraduate and postgraduate students.

The Pro Vice-Chancellor (Learning and Teaching) is responsible for strengthening learning and teaching at Macquarie through developing academic staff capabilities, developing and maintaining a suite of quality academic programs, creating and maintaining flexible and innovative physical and virtual learning spaces and enhancing our student learning experience.

PACE (Professional and Community Engagement) is a University-wide initiative designed to provide undergraduate students with experiential learning opportunities with a range of local, regional and international partners across all sectors.

The role of Data Integrity Officer is a member of the PACE Local and Regional team which provides a broad range of support service to frontline PACE staff located in the faculties.

## Organisation Chart

![Organisational Chart](image-url)
## KEY ACCOUNTABILITIES

- Develop a data integrity plan and implement corresponding processes to ensure high levels of data consistency and accuracy across the PACE integrated system, including managing an ongoing cycle of data auditing to ensure early identification of issues and correction of errors.
- Contribute to implementation of new CRM for PACE, providing input to the project team about data requirements, application of business rules and conducting data migration activities.
- Address more complex system and data entry issues identified by users to achieve timely resolution.
- Build and maintain collaborative relationships with frontline systems users and the PACE systems team.
- Provide training and enhanced support to the users of the PACE integrated system in relation to business rules and protocols for data integrity.
- Identify, recommend and contribute to improvements to PACE business processes and systems solutions.
- Provide expertise, support and input across all PACE teams, ensuring they have the capacity, skills and guidelines required to optimise data accuracy.
- Comply with relevant EEO and WHS regulations
- Perform any other duties as required and appropriate for this classification.

## POSITION CONTEXT

| Reports to: | Business Applications Manager |
| Positions Reporting to: | Direct: 1 |
| | Indirect: nil |
| Key Direct Clients: | Faculty PACE teams |
| | Faculty PACE Managers |
| | PACE International team |
| Other Key Relationships: | PACE Systems Team |
| | PACE Program Co-ordinators, Local and Regional team |
| | Research and Evaluation team |
| | Immediate team members |
| Budget Accountability: | Nil |
| Role-specific Conditions: | Nil |
| Scope and autonomy | Within defined parameters, adapts and develops processes, procedures, systems and/or techniques that impact how work is performed. |
| Problem solving | Regularly identifies, designs, develops and implements improvements to work procedures, practices, systems and/or techniques. |
### CAPABILITY FRAMEWORK

<table>
<thead>
<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.</td>
<td>Personal qualities related to successful performance.</td>
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#### COMPETENCIES
- **Planning and Execution**: Managing time and resources to complete tasks and achieve objectives.
- **Quality Focus**: Ensuring accuracy and quality when completing tasks.
- **Communication**: Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.
- **Service Focus**: Making students, staff, alumni and other key contacts and their needs a priority.
- **Relationship Management**: Establishing effective working relationships with others.
- **Teamwork**: Working in collaboration with others to achieve shared goals.

#### ATTRIBUTES
- **Perseverance**: Persevering despite obstacles to ensure tasks are completed.
- **Flexibility**: Responding effectively to unexpected or changing circumstances.
- **Reliability**: Meeting commitments and responsibilities.
- **Interpersonal Impact**: Making a positive impression on others in a range of interpersonal contexts.
- **Accountability**: Assuming responsibility for making decisions and delivering agreed outcomes.
- **Integrity**: Maintaining confidentiality, discretion and professionalism.
### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- A relevant qualification in business administration and/or relevant experience.
- Analytical and problem solving capability together with the capacity for rapid uptake of new systems and business processes.

### 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.

- A detailed understanding of the PACE programs and structures.
- A detailed understanding of the PACE integrated system, and its component applications.
- A detailed understanding of PACE business processes.
- Knowledge of what other areas of the University do and how they interact with PACE.

### KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.

- Client systems support and service roles.
- Supervising or coaching other staff.
- Maintaining content/data within a large-scale system or complex integrated systems, with a focus on data integrity and quality assurance.
- Establishing and maintaining relationships with multiple stakeholders.
- Working in a university or complex organisational structures.