College/Division: ANU College of Science  
Faculty/School/Centre: Centre for Entrepreneurial Agri-Technology (CEAT)  
Department/Unit:  
Position Title: Data Analyst  
Classification: ANU Officer Grade 6/7 (Administration)  
Position No: 1709  
Responsible to: Senior Manager, Strategic Planning and Evaluation  
Number of positions that report to this role: N/A  
Delegation(s) Assigned: N/A

PURPOSE STATEMENT:
The ANU College of Science (CoS) comprises: the Research School of Astronomy and Astrophysics, the Research School of Biology, the Research School of Chemistry, the Research School of Earth Science, the Fenner School of Environment and Society, the Mathematical Sciences Institute, the Research School of Physics and Engineering, the Centre for the Public Awareness of Science and the Centre for Entrepreneurial Agri-Technology. The College has a strong tradition of research excellence that has fostered distinguished Nobel Laureates and Kyoto Prize winners and that trains scientific leaders in disciplines in which the ANU is consistently ranked in the top twenty in the world.

The CEAT Innovation Institute is focused on building a thriving innovation ecosystem where research and technology is targeted to agricultural challenges, independent of traditional discipline boundaries. We build partnerships and capability in entrepreneurship to enable researchers, industry, government and end-users to collaborate and innovate. Working at the interface of industry, research and education, CEAT has an agenda of change management (cultural, organisational, systemic, social) through disrupting, connecting, collaborating and integrating within the ANU-CSIRO Precinct and across the wider agri-system. As an ANU Innovation Institute, CEAT invests in sub-programs that develop the Precinct's agri-tech research and infrastructure capabilities, which enhance the university's reputation as a trusted partner for the agri-tech industry.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The position will report to the Senior Manager Strategic Planning and Evaluation. The Data Analyst will work collaboratively with all members of CEAT to maintain and develop the CEAT CiviCRM and its overall Monitoring, Evaluation and Learning Framework. The Data Analyst will liaise as necessary with College functional teams, and central University areas that are relevant to project delivery such as the ITS and Research Services Division. Liaison with external vendors and their support areas is also be required at times. The Data Analyst will also work closely with CEAT program teams, as needed, to support development of appropriate evidence and data collection methods and analysis. A key dimension of the role will be to optimise the CEAT CiviCRM and integrate with other relevant analytical and visualisation tools and platforms.

Role Statement:
Under the broad direction of the Senior Manager Strategic Planning and Evaluation (SP&E), the Data Analyst will:

- Coordinate and undertake the collection of data for CEAT’s performance and evaluation of its programs and activities, monitoring the integrity and accuracy of data and resolving any issues.
- Provide routine reporting and advanced analytic services to ensure optimal performance and integration with other relevant systems for CEAT’s CiviCRM.
• Provide support to the Senior Manager (SP&E) to coordinate and implement relevant communication strategies across CEAT and liaise with key stakeholders across campus to help foster a monitoring, evaluation and learning culture.

• Contribute to the development and review of relevant systems and data policies and procedures, including drafting documents for approval.

• Contribute to the development of strategic advice and analysis on CEAT’s programs and activities, including monitoring and evaluation processes, preparation of reports, recommendations, briefings, and presentations.

• Liaise and develop networks and collaborative teams both internal and external to CEAT, being conversant with the University policies and procedure relating to data collection methods and data management practices for communication, documentation and matters that are processed through CEAT.

• Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

• Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

• Relevant degree with demonstrated experience in data reporting and analysis in a complex organisation or an equivalent combination of relevant experience and qualifications/training. Experience within a University environment will be highly regarded.

• Sound knowledge of and demonstrated experience with data management practices, data relationships and data modelling with the ability to learn and navigate various data environments and interpret and apply policies, procedures and legislative requirements to manage risk and compliance.

• Demonstrated high level literacy, written and verbal communication skills with proven experience drafting complex analytical reports.

• Demonstrated liaison skills with the ability to consult and collaborate effectively with stakeholders in a culturally diverse environment.

• Demonstrated analytical and problem-solving skills and a high degree of attention to detail, with a proven ability to use initiative, investigate issues, collect and analyse quantitative and qualitative data and make influential recommendations on solutions.

• Proven organisational skills and the ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.

• Highly developed computer skills, including proficiency using the MS Office suite and experience with online data management systems. Advanced skills in MYSQL, R/Python and BI or other programming languages that support sophisticated data visualisation will be highly regarded.

• A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

ANU Officer Levels 6 and 7 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:  [Signature]  Date:  [Date]

Printed Name:  Denise Higgins  Uni ID:  [Uni ID]

References:
General Staff Classification Descriptors
Academic Minimum Standards

For assistance, please contact HR Division Ph. 6125 3346
In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance [https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook](https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook)
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.

### Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties.

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<th>TASK</th>
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### NON-IONIZING RADIATION

- solar
- ultraviolet
- infra red
- laser
- radio frequency

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### CHEMICALS

- hazardous substances
- allergens
- cytotoxics
- mutagens/teratogens/
carcinogens
- pesticides / herbicides

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<th>TASK</th>
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<td>pesticides / herbicides</td>
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### BIOLOGICAL MATERIALS

- microbiological materials
- potential biological allergens
- laboratory animals or insects
- clinical specimens, including blood
- genetically-manipulated specimens
- immunisations

### OTHER POTENTIAL HAZARDS (please specify):

**Supervisor/Delegate Name:** Denise Higgins  
**Date:** 20/10/2022