POSITION DESCRIPTION

Senior Systems and Data Analyst

Position Summary

The Division of Research & Enterprise at UNSW is responsible for the strategic research direction and overall research performance of the University, maintaining and advancing the University's profile in research and research training.

The Senior Systems and Data Analyst is responsible for the maintenance & improvement of research systems and data solutions related to research administration (e.g., research grants, higher degree research, research ethics) and research performance. The Senior Systems and Data Analyst will provide domain expertise combined with high-level technical skills to deliver innovative and modern technical solutions to achieve the university's strategic goals.

The role of Senior Systems and Data Analyst reports to the Manager, Systems and Data, and may supervise casual staff as required.

Accountabilities

- Proactively maintain and enhance research systems essential to core operations and research excellence within the Division of Research & Enterprise (e.g., grants administration, ethics compliance, higher degree research) and ensure their suitability as technology and compliance requirements change.

- Provide subject matter expertise in research administration and performance, including but not limited to, grants administration, ethics administration, higher degree research, research performance metrics, and university rankings.

- Oversee the release of system updates for research administration systems (e.g. InfoEd, Infonetica) and BORIS, UNSW's research metrics tool, ensuring they are fit for purpose through effective stakeholder engagement, quality assurance testing, and change control.
• Provide high level expertise on research systems and data solutions by evaluating options from both within and outside the University to leverage technology to support research excellence and administration.

• Lead the delivery of world-class research applications and tools to introduce new functionality, streamline administration, and improve data quality for UNSW academics and professional staff.

• Coordinate the effective management of enquiries from stakeholders across the Division of Research and Enterprise and more broadly within UNSW, aiming for consistently high levels of satisfaction by providing informative and timely support.

• Develop self-service robust data sets using a range of reporting tools (e.g. Excel, Postgres, Python, Apache Airflow, PowerBI) related to research activity and administration, including processing time, outcomes achieved, data integrity, and exception reports.

• Proactively identify opportunities for continuous improvement and collaborate with colleagues to implement enhancements or new solutions that would facilitate improved outcomes for key stakeholders.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

• Tertiary qualifications with relevant experience in systems administration and data engineering, or proven equivalent competency gained through any other combination of education, training or experience.

• Strong technical skills with detailed knowledge of the maintenance and improvement of online systems, including data integration, web applications, networking, server management, cyber security, data governance, and databases.

• Experience in managing the development, integration, and maintenance of systems to meet the business requirements within Higher Education or a large organisation.

• High level organisational and project management skills with experience leading complex technical projects with a wide variety of stakeholders in a deadline driven environment.

• Exceptional communication and interpersonal skills with the ability to build and maintain effective and constructive working relationships with colleagues; and to clearly convey ideas and information in a professional manner through presentations, written communication and other means.

• Extensive experience in the delivery of systems as well as web & data solutions across a variety of platforms and applications (e.g., Azure, AWS, Oracle, Linux, PHP) for both internal stakeholders and external audiences.

• Demonstrated ability to quickly developing a deep understanding of business processes, analysing business needs, extracting data from large complex systems and creating, analysing and delivering reports.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.
About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.