POSITION DESCRIPTION

Senior Analyst

Position Summary

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

Research Analysis, Data and Reporting (RADAR) is a dedicated unit established to support the goal of continuously improving UNSW’s position as a leading research-intensive university in Australia. It is responsible for reporting on the University’s research activity and performance, its position in various world university rankings, ensuring the University’s strong performance in the ARC’s Excellence in Research for Australia (ERA) and Engagement and Impact (EI) exercises, developing, enhancing and maintaining the Division’s research metric tool ‘BORIS’, and providing divisional support for research applications together with business improvement and integration services to ensure all systems are effectively meeting business requirements.

The Senior Analyst is responsible for preparing data submissions to external rankings systems, providing data and reporting services on rankings and research funding, and uncovering insights to drive UNSW’s research performance. This position provides high-level subject matter expertise, data-driven analysis and modelling, and strategic & operational recommendations to ensure strong outcomes for UNSW.

The Senior Analyst reports to the Manager of Research Quality and Rankings (RADAR) and has no direct reports.

Accountabilities

- Demonstrated understanding of University Rankings, Research Funding, and research metrics indicators, and utilising this knowledge when preparing datasets and reports to ensure appropriate alignment with stakeholder requirements.
• Provide technical expertise with the collection and analysis of data for external data submissions by developing scripts to extract and transform raw data into the format required by external organisations (e.g. Excel, XML, UiPath, Python).

• Provide high-level data analysis and technical reports related to research funding, research quality, and rankings to inform the strategic approach of projects and initiatives.

• Prepare written reports synthesising complex information to provide executive briefings, recommendations, and action plans to Division of Research & Enterprise leadership.

• Lead and manage the enhancement and maintenance of analytical and reporting solutions including improving data quality, conducting user acceptance testing, and prototyping new features.

• Demonstrated understanding of internal and external information systems used for research administration and reporting (e.g. publications, grants, research metrics).

• Develop strong collaborative relationships with key stakeholders across the Division of Research and Enterprise and more broadly with other Divisions and Faculties across the university.

• 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 data analysis and management, or proven equivalent competency gained through any other combination of education, training or experience.

• Demonstrated experience within Higher Education, with an understanding of research administration rankings and reporting requirements.

• 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 data analysis and reporting using a variety of tools and applications (e.g. Excel, Postgres, Tableau, Microsoft Power BI, Python).

• A strong track record in 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.

• Ability and capacity to implement required UNSW health and safety policies and procedures.