DUTY STATEMENT – CASUAL ROLE

Data Administrator

Position Level  
Level 5

Faculty/Division  
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Position Summary

Level 5
A Data Administrator (Level 5) is responsible for providing general data administration, including data manipulation and basic analysis.

This role will:
- Extract and compile datasets.
- Ensure the data is characterised according to specific criteria and presented in a clear and concise manner.
- 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.

A person engaged is generally expected to have the following skills and experience:
- Relevant tertiary qualification or an equivalent level of knowledge gained through any combination of education, training, and experience.
- Demonstrated skills and technical proficiency in the use of MS Office suite.
- Well-developed time management and organisational skills, with good attention to detail.

Additional Pre-employment checks required for this position
- Nil

About this document
This Duty Statement outlines the job duties, required skills & pre-employment checks required to successfully perform the role. This document is intended to determine the scope of the position. To change the requirements of a position contact the HR Business Partnering team.