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POSITION DESCRIPTION

Data Analyst

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| Position Level | 6/7 |
| Faculty/Division | Division of the President & Vice Chancellor |
| Position Number | ADMIN ONLY |
| Original document creation | October 2021 |

Position Summary

UNSW Planning and Performance (UPP) builds capability in key areas of business intelligence and planning based on the reliable and robust data that the UPP manages through ownership of the enterprise data warehouse, Information Hub and Data and Information Governance. UPP is a key strategic resource for senior management of the University providing management information, analysis and insights on the data. UPP also reviews and tests new and emerging technologies

The Data Analyst is responsible for the delivery of data & information analysis to support UNSW Planning & Performance portfolio activities. The position is involved throughout the entire Planning & Performance lifecycle, but primarily focused on the provision of data analysis, insights and scenario planning.

The Data Analyst reports to the Senior Manager, Planning Processes and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

Level 6

- Provide advice regarding and contributing to the development of effective scenario planning and data modelling processes to support UNSW initiatives.
- Collect, analyse and report on data, applying quantitative skills to ensure appropriate analysis, interpretation and checks of this data before disseminating to appropriate internal and external stakeholders.
- Oversee the preparation of reports, presentations, and other documents for publication and dissemination.

- Develop project plans and work with UPP colleagues and relevant stakeholders to deliver the required outcomes.
- Advise regarding the development of UNSW Planning & Performance policies and procedures and ensure UPP process documentation is current and adheres to business requirements.
- Provide support to the Senior Manager Planning Processes and the UPP management team.
- 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.

Level 7

- Initiate, plan and lead UPP projects.
- Analyse and interpret survey results and data collection; providing a clear narrative and insights that influence decision making at a management level.
- Apply high level skills in the design and implementation of data models, in order to support the success of UPP projects and initiatives.
- Establish and maintain excellent communication pathways and working relationships with UNSW stakeholders to identify and evaluate business requirements for systems/processes.

Skills and Experience

Level 6

- A relevant tertiary degree with experience in data analysis, scenario planning and data modelling or proven equivalent competency gained through any other combination of education, training or experience.
- Detailed knowledge of UPP processes and activities relating to relevant UPP activities including Student Load Planning and Student Load Modelling, the provision of operational support and advice to stakeholders.
- Demonstrated experience working with large data sets, from a range of structured and unstructured sources to draw insights and produce visualisations.
- The ability to model and analyse in one or more programming languages (preferably Python, SQL, R), as well as having high competency manipulating and analysing data in Excel.
- Knowledge of MS Azure's cloud platform and applications such as Azure Data Factory, Data Bricks & Analysis Services, including data visualisation tools such as Power BI.
- Demonstrated technical capability to manipulate, analyse and present data in dynamic and visually interesting formats.
- Demonstrated ability to prioritise effectively and meet deadlines in a fast-paced environment, and to adapt positively to shifting priorities.
- Strong partnering skills and the ability to work collaboratively across the organisation.

- 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

Level 7

- The ability to understand and interpret the needs of stakeholders and provide insights in formats to suit the required purpose.
- Demonstrated experience coordinating and delivering on strategic activities in a complex environment, ideally within higher education.
- High level project management, analysis, research, planning and advisory skills and experience, combined with creative problem-solving skills.
- High level administrative and organisation skills, including proven ability to prioritise high volume workflows to meet critical and competing deadlines.

Pre-employment checks required for this position

- Verification of qualifications

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.