POSITION DESCRIPTION

Data Analysis and Impact Assistant

Position Level | 4
Faculty/Division | Business
Position Number | 00087388
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Position Summary

The Data Analysis and Impact Assistant is responsible for the reporting of student engagement across Career Accelerator and Student Engagement programs, activities and initiatives within the UNSW Business School.

The role reports to the Operations Manager and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Work in close partnership with the Career Accelerator and Student Engagement Operations, Career Education, Program and Engagement teams to assist in the development of student engagement metrics across a range of programs, activities and initiatives.
- Collect and collate data from a range of existing data sources and provide assistance in developing new and refine existing reporting methods that meet the needs of the team.
- Undertake analysis of data sets and work with the team to identify trends and opportunities to maximise student engagement.
- Provide administrative support to the Operations team on the maintenance of dashboards for tracking and reporting purposes.
- Assist with the timely preparation of reports and requests for information from across the team.
- Maintain awareness of relevant technology and functionality within existing platforms utilised by Career Accelerator and Student Engagement, for the purpose of collection, analysis and presentation of data to support and enhance the student experience.
• Develop, foster and maintain effective working relationships within the Education Portfolio, relevant staff in the faculty, divisions and other internal stakeholders.

• Participate in relevant projects and business improvement activities to streamline processes and facilitate administrative efficiency.

• Other ad hoc projects as directed by the Operations Manager.

• 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

• Diploma or equivalent combination of qualifications and work experience.

• Sound knowledge and understanding of administrative practices in data collation, analysis and presentation.

• Demonstrated attention to detail to support effective management of large volumes of data will be highly regarded.

• Proven ability to solve problems and learn new concepts and platforms as required.

• Proficient computer literacy with excellent skills in Microsoft Office applications (with advanced skills using excel) and familiarity with analytical/data visualisation tools.

• Sound organisational skills including ability to prioritise tasks and duties in order to meet deadlines.

• High level interpersonal, written and oral communication skills.

• Ability to make sound judgements and work both independently and as part of a team.

• 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.