POSITION DESCRIPTION

Senior Analyst

Position Level
8
Faculty/Division
Office of the VC
Position Number
ADMIN ONLY
Original document creation
17/08/ 2023

Position Summary

The Senior Analyst – Societal Impact sits within the Office of the Vice-Chancellor and President to deliver a whole-of-university consultation on societal impact. The consultation will involve staff, students, and external stakeholders, and include dedicated sessions for First Nations participants, re-energising the community with a renewed sense of our mission as a public purpose university. A key output of the consultation will be a Societal Impact Framework (the Framework) for the University that reflects a program logic for its societal impact and is underpinned by a clear Theory of Change. The Societal Impact Framework will clearly identify key strategic priorities for resourcing over the ensuing 3-5 years and support the design of clear metrics to measure and evaluate the University’s societal impact.

The Senior Analyst – Societal Impact will deliver the Consultation, Framework, and a detailed business case for implementation. This role will be responsible for supporting the Strategy Lead - Societal Impact in gathering and analysing qualitative and quantitative consultation outputs in a manner that will support the creation of a Societal Impact Framework and business case.

The Senior Analyst – Societal Impact will report to the Strategy Lead - Societal Impact and will have no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Develop and maintain a data collection and management plan for Societal Impact consultation outputs, implementing best practices in data extraction, transformation, analysis, and visualisation.
- Design and develop innovative methodologies for data collection, including surveys, focus groups, and other publications, ensuring the highest standards of accuracy and relevancy.
• Provide technical expertise and comprehensive analysis, including qualitative and quantitative assessment of global, regional, and local trends, best practices, and consultation outputs to derive meaningful insights and actionable recommendations related to societal impact.

• Ensure that all data collection and analysis activities related to societal impact are consistent with UNSW’s values, policies, and procedures, and integrate equity, diversity, and inclusion principles into data collection processes to promote fairness and unbiased representation.

• Collaborate with key stakeholders to develop a comprehensive framework for organising, analysing, and effectively communicating consultation data, supporting the development of the Societal Impact Framework for the University.

• Establish and manage effective working relationships with key internal and external stakeholders, including UNSW faculties and divisions, to align with the University’s strategic goals.

• Prepare reports, presentations and briefings that communicate evidence-based insights and key findings from the consultation to a range of stakeholders, including senior management, staff, students, and external partners on a regular basis.

• Support the development of a business case and implementation strategy for societal impact, including forecasting and budgeting based on consultation insights and the Societal Impact Framework.

• 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

• Relevant tertiary qualifications with extensive experience, or an equivalent level of knowledge gained through any combination of education, training, or experience.

• Demonstrated experience designing appropriate research plans (utilising a range of research methods such as surveys, in-depth interviews, among others) to inform objectives and generate new insights while controlling for data quality and reliability.

• Strong analytical and problem-solving skills, with the ability to interpret and synthesise large amounts of data from diverse sources as well as breakdown underlying causes and assumptions.

• Demonstrated ability to prepare clear and concise reports and presentations that communicate complex information to a range of audiences.

• Excellent interpersonal and communication skills, with the ability to build relationships with a range of stakeholders.

• Demonstrated ability to work both independently and collaboratively with a range of stakeholders at all levels within an organisation and provide analytical and logistical support to a team.

• Extensive experience in business case modelling (including creating different scenarios based on changes in key assumptions), data analysis, of both quantitative and qualitative data source, and data summarisation and visualisation using a variety of tools and software applications.
• 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.

Pre-employment checks required for this position

• Verification of qualifications