## Position Summary

## The Data Analyst plays a key role within the UNSW Business School and will be responsible for data collection, organisation and supporting analysis activities for faculty initiatives. The Data Analyst is responsible for the delivery of data & information analysis to support Faculty BAU, reporting, projects and initiatives, such as Accreditation. The position is focused on the provision of data analysis, insights, and reporting and will identify opportunities for streamlined data collection and continuous improvement.

The role of Data Analyst reports to the Business Performance & Planning Analyst and has no direct reports.

## Accountabilities

Specific accountabilities for this role include:

* In collaboration with key stakeholders, support identifying and defining data requirements; plan, implement and manage data capturing and reporting processes and report on timelines and milestones using appropriate software tools.
* Oversee data infrustructure, systems and processes to facilitate access to timely and meaningful data for reporting needs, such as for accreditation requirements.
* 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.
* Access information on program and course statistics from various data sources (e.g. UNSW Info Hub and SiMs) and using a variety of business intelligence and analytics software (e.g. SAS Enterprise Guide, Excel PowerPivot, Microsoft Power BI and Tableau), extract and integrate the data to create interactive data tables and dashboards.
* Monitor data requests and identify possible areas for development of data collection and analysis skills amongst staff members (e.g. interrogation of the UNSW Info Hub and SiMs). Make subsequent recommendations to the relevant manager.
* Provide data analysis, interpretation and advice to various stakeholders across the faculty, including Associate Deans, Managers and the Faculty Senior Management Team.
* Provide support to the Accreditation team throughout the accreditation process.
* Implement relevant UNSW policies, procedures and initiatives on data-related activities within the Business School.
* Implement tools or processes to help target problem areas, including gathering of data to support root cause analysis and workload prioritisation.
* 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 psychosocial or physical health and safety of yourself or others.

Skills and Experience

* A relevant tertiary degree with experience in data analysis and data modelling or proven equivalent competency gained through any other combination of education, training, or experience.
* Demonstrated experience working with large data sets, from a range of structured and unstructured sources to draw insights and produce visualisations.
* A high competency manipulating and analysing data in Excel and the ability to model and analyse in one or more programming languages (preferably Python, SQL, R).
* A high competency in data visualisation tools such as Power BI and knowledge of MS Azure’s cloud platform and applications such as Azure Data Factory, Data Bricks & Analysis Services.
* Demonstrated technical capability to manipulate, analyse and present data in dynamic and visually interesting formats.
* Experience with international business school accreditation bodies and their standards and requirements, as well as of the Australian higher education sector desirable.
* Demonstrated ability to prioritise effectively and meet deadlines in a fast-paced environment, and to adapt positively to shifting priorities.
* Strong stakeholder management and relationship skills, including the ability to work in partnership with various stakeholders.
* An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
* Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

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.