Make it matter.

POSITION DESCRIPTION

Strategy Data Lead

Faculty/Division	Arts, Design & Architecture
Classification Level	Professional 7
	G - Administrative, Clerical, Computing, Professional &
Hours & Span (Category)	Research Staff
Position number	00203381
Shiftwork status	NOT SHIFTWORKER
Allowances	Nil
On call arrangements	Nil
Original document creation	18 September 2024

Position Summary

The Strategy Data Lead plays an integral role within Arts, Design & Architecture (ADA) in providing high level practical and efficient support to the Dean, executive team, and other key stakeholders.

This role provides project management, reporting, and analytical support contributing to strategic and operational initiatives in the faculty, including supporting the delivery of the ADA 2051 Strategy and the ADA Academic Workload Model. The utilisation of data, as well as data visualisations to support tracking and decision making, in accordance with UNSW policies and procedures, are a key component of this role.

The position will work closely with other members of the portfolio, and routinely collaborates with the Senior Leadership, executive team, ADA portfolios, and ADA schools.

The role reports to the Academic Quality Manager and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Develop and implement Faculty-wide systems and processes to ensure the ongoing understanding and maintenance of Faculty data, ensuring internal quality assurance obligations and requirements are met.

- Maintain, review and update the annual ADA Workload Model and reporting, including providing ongoing expert technical support to ADA Schools and Finance teams.

- Prepare documentation, including reports required for strategic and operational purposes as well as for and other internal and external quality assurance processes as required.

- Design, implement and maintain a systematic approach to the provision of data analysis for the Faculty and Schools, including researching and interpreting information and analysing complex data from a variety of sources to provide advice to key stakeholders.

- \Identify opportunities to improve processes and enhance access to data across audiences to support decision making.

- Provide a high level of proactive project planning, support, delivery, and monitoring to the portfolio.

- Assess and manage project risks and issues and provide solutions where applicable, engaging in the use of innovative and creative problem solving.

- Develop and manage effective communication and relationships with key stakeholders, both internal and external to the faculty.

- Collaborate with the Academic Quality Manager to coordinate adherence to UNSW policy, procedures and data governance to ensure projects and work are managed with a defined, proven and consistent set of rules that ensure quality assurance.

- Align with and actively demonstrate the [Code of Conduct and Values](#)

- 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

- Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training, and experience.

- Experience working with data, data analysis, and data visualisations with success in developing reports and/or dashboards to support decision making, and strategic and operational planning.

- Excellent written and verbal communication skills, including high level of attention to detail and demonstrated experience in the preparation of comprehensive reports, data visualisations, and other forms of communication for a variety of audiences.

- Demonstrated success working effectively and collaboratively on initiatives with a range of people at different levels within an organisation.

- Highly proficient computer literacy with excellent skills in Microsoft Office applications and experience working with UNSW systems, such as SiMs, Info Hub/Azure, CRM, Calumo, BORIS.

- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.

- Proven project experience with an understanding of the project life cycle and development of project plans, objectives, and documentation.

- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands

- 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.