



**Australian
National
University**

Position Description

College/Division:	Planning and Performance Measurement
Faculty/School/Centre:	
Department/Unit:	Evaluations
Position Title:	Senior Evaluations Analyst
Classification:	ANU Officer Grade 8 (Administration)
Position No:	12324
Responsible to:	Manager, Evaluations

PURPOSE STATEMENT:

The Senior Evaluations Analyst ensures the quality generation, analysis and reporting of internal and external evaluation data to support the University's strategies. The position has a strong focus on liaison with key stakeholders within the University such as University Executive, Colleges, Schools, Divisions and students, and outside of the university, such as national survey bodies and the Department of Education and Training.

KEY ACCOUNTABILITY AREAS:

The Senior Evaluations Analyst will play a lead role within the Evaluations team managing the University's evaluation framework including: delivering the administration, analysis and reporting from quantitative and qualitative evaluations for which the area has responsibility including the routine internal course and teaching surveys, national Quality Indicators of Learning and Teaching (QILT) surveys and internal quality assurance and feedback surveys deployed to students and staff. They will also critically evaluate and design rigorous surveys to assess the impact of initiatives to achieve the strategic goals of the University.

Position Dimension & Relationships:

Role Statement:

The Senior Evaluations Analyst, under the broad direction of the Manager, Evaluations will:

- Responsible for the development of credible and robust quantitative, qualitative and strategic analyses relating to evaluations and corporate performance across the University.
- Develop and deliver accurate and timely complex written reports, visualisations, executive summaries and provide high level recommendations to a diverse range of key stakeholders such as University Executive, Colleges, Schools, Divisions, University committees and students groups.
- Contribute expertise and practical advice to survey development and methodology by initiating, managing and reviewing applications for bespoke student and staff evaluation activities.
- Identify and implement improvements to systems, outputs and processes within the Evaluations portfolio to improve effectiveness and stakeholder satisfaction.
- Provide high level support to the administration of routine internal and national surveys in accordance with the University's survey and project management frameworks.

- Maintain awareness of sector-wide changes and development specifically relating to evaluations and surveys and provide advice and support to implement the changes.
- Actively pursue and maintain relationships with key stakeholders, providing advice and assistance to ensure evaluation data is integrated into broader University reviews and reports.
- Provide professional development of team members through mentoring and on the job training.
- Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. Progress towards postgraduate qualifications and relevant experience or an equivalent combination of experience and education/training. Qualifications in a related field such as statistics, social research, data analytics, and psychology or research methodology would be advantageous.
2. Demonstrated experience in project management of large scale surveys and an ability to consult, negotiate and liaise effectively with a diverse range of people.
3. Demonstrated experience in data extraction, manipulation, management and robust analysis of large quantitative and qualitative datasets and knowledge of statistical software packages, business intelligence tools and query languages.
4. Strong knowledge base of research methods (quantitative and qualitative), and a demonstrated capacity to critically evaluate and contribute to the development of customised surveys and evaluations in accordance with legislation, policy and local frameworks.
5. Extensive experience in managing the development of major reports with strong written communication and data visualisation skills and experience in managing a high volume of reporting.
6. Ability to assess priorities and manage competing deadlines both independently and as a member of a team and the capacity to contribute to building a technically skilled team focused on high quality customer service.
7. Demonstrated capacity for innovation, flexibility, creative problem solving, and agility contributing to innovation and process improvement and quality assurance within the organisation.
8. A demonstrated high level understanding of equal opportunity principles and a commitment to the application of EO policies in a university context.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Planning and Performance Measurement	Dept/School/Section	Evaluations
Position Title	Senior Evaluations Analyst	Classification	ANU O8
Position No.	12324	Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/___Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:		Date:	
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