DATA ANALYST

DEPARTMENT/UNIT	Monash University Accident Research Centre (MUARC)
FACULTY/DIVISION	Office of the Vice-Provost (Research), Office of the Provost and Senior Vice-President
CLASSIFICATION	HEW Level 6
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

At Monash, work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the challenges of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and diversity. When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an inclusive workplace culture for our staff regardless of ethnicity or cultural background. We have also worked to improve gender equality for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – #ChangeIt with us.

The **Deputy Vice Chancellor (Research)** makes a significant contribution to the University's commitment to excellence and diversity and provides strategic leadership in the advancement and success of the University's research endeavours. Responsibilities include enhancement of the University's research performance; ensuring responsible research practice, integrity and compliance with the Australian Code for the Responsible Conduct of Research; delivering on the relevant components of the research strategy; and proactively responding to changes in government policy relating to research activities.

Monash University Accident Research Centre (MUARC) is a world leader in injury prevention research and training. Through excellence in injury prevention research and translation, MUARC supports, challenges and engages citizens, communities, governments and industry to eliminate injury from all causes. MUARC research is interdisciplinary, applying a systems-based framework across all modes of transport, workplace, and home and community sectors. Key to MUARC's success is stakeholder engagement and delivery of relevant research with real-world solutions that benefit all Australians. To learn more about us and the work we do, please visit our website: https://www.monash.edu/muarc.

POSITION PURPOSE

Working across two teams within MUARC: the Injury Analysis and Data group and the Victorian Injury Surveillance Unit (VISU), the data analyst will be responsible for supporting the collection and management of data and undertaking statistical analysis of injury surveillance data as well as safety data sources including licencing, infringement and crash data. The data analyst may also be involved in associated injury research projects undertaken for a range of external clients. The data analyst should have demonstrated capacity to work independently and proactively.

Problem solving skills and some exercise of independent judgement is required to prioritise tasks, work to timelines, and handle a variety of tasks at once. The data analyst will be expected to have strong attention to detail, strong quantitative and analytical skills including demonstrated experience in high level statistical analysis, and skills in the assembly and management of databases including liaising with external data custodians. In addition, the data analyst will have strong written and verbal communication skills to enable communication of data preparation and analytical results to senior centre staff and external stakeholders.

Reporting Line: The position reports to the Injury Analysis and Data group Associate Director and the Victorian Injury Surveillance Unit Director.

Supervisory Responsibilities: The incumbent may be responsible for day to day supervision of casual professional staff.

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Support the assembly, maintenance and development of large injury surveillance and safety datasets, including analysis of integrity and quality
2. Prepare new annual hospital data files on receipt from the Victorian Department of Health and merge with the existing dataset according to established protocols
3. Extract, analyse and integrate health sector safety and population data and present in tabular and graphic format for scientific and policy audiences.
4. Conduct statistical analysis of data using a number of techniques including high level statistical analysis methods.
5. Contribute to the production of reports for scientific, policy and community audiences
6. Maintain up to date knowledge of injury surveillance and safety analysis methods and developments by reading relevant literature and attendance at meetings and seminars
7. Contribute to the research outcomes of both research teams by editing and critically appraising material prepared for peer-reviewed publications, sponsor meetings, conference and seminar papers and posters
8. Assist in the preparation of documentation for university ethics applications, and research and conference papers, requiring the conduct of literature reviews and/or analysis of data

9. Attend relevant meetings and seminars associated with research or the work of the organisational unit to which the research is connected
10. Provide a role in supporting research grant and tender activities including:
   - Actively assist senior researchers to prepare major tender and grant applications including gathering information and undertaking data research for use in the submission of documents. Identify collaborative opportunities between Monash researchers, industry, government and other partners along with appropriate funding sources to support existing and emerging research and research infrastructure needs.
   - Comply with University policy, procedure and protocols in relation to the nature of the research being conducted.

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:

   - A tertiary qualification in a relevant field with a strong analytical component (e.g. statistics, econometrics, psychology)

Knowledge and Skills

2. Well developed analytical and problem solving skills

3. Experience in working with large datasets

4. Highly developed organisational and planning skills and the ability to priorities multiple tasks and set and meet deadlines

5. Advanced verbal and written communication skills. It is especially important that the incumbent has the ability to translate complex data and analyses into reports that are easily understood by a broader audience.

6. Strong computer literacy skills and experience with statistical packages such as SPSS and SAS and/or R

7. Demonstrated high level of accuracy and attention to detail

8. Demonstrated ability to work autonomously and as part of a team

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.