

DATA ANALYST

DEPARTMENT/UNIT	Chronic Disease and Ageing, School of Public Health and Preventive Medicine
FACULTY/DIVISION	Medicine Nursing and Health Sciences
CLASSIFICATION	HEW Level 7
DESIGNATED CAMPUS OR LOCATION	553 St Kilda Road, Melbourne

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something ground-breaking – 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 – [#Changelt](#) with us.

The Faculty of **Medicine, Nursing and Health Sciences** is the largest faculty at Monash University, a global university with campuses across Victoria and international locations in Indonesia, Malaysia, China, India and Italy.

Our Faculty offers the most comprehensive suite of professional health training in Victoria, consistently ranked in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. By educating the current and future healthcare workforce, and undertaking medical research, both discovery and clinical, our students, staff and alumni all work to directly improve people's quality of life, reduce health inequality and promote greater health and social outcomes.

We're globally recognised for our quality education of over 63,000 doctors, nurses, and allied health professionals and health researchers. The future health of our communities is underpinned by the sustained excellence of our education and research capabilities.

We are ambitious and committed to maintaining our position as a leading international medical research and teaching university. We're recognised for the quality of our graduates, the scale and depth of our research, our commitment to translational research, and as a thriving biotechnology hub. To learn more about the Faculty, please visit www.monash.edu/medicine.

Our Faculty includes four Sub-Faculties: Health Sciences, Clinical and Molecular Medicine, Biomedical Medicines, and Translational Medicine and Public Health.

The **School of Public Health and Preventive Medicine** is committed to our vision of Health and wellbeing for all people and communities. We are one of the largest schools of public health in the Asia Pacific region. Through generating and synthesising impactful evidence, supporting the strengthening of our health systems and informing and transforming policy and practice, we can help overcome the health challenges being faced across Australia and more broadly. We have skills, knowledge and excellence across a range of disciplines including epidemiology, research methodology, biostatistics, research ethics, governance, clinical trials, clinical quality registries, qualitative research, evidence synthesis, implementation science, health economics, genomics, forensic science, health systems, services and policy, and clinical practice. This provides a strong foundation upon which we can inform, support and sustain equitable improvements in health for individuals and communities. The School is part of the Faculty of Medicine, Nursing and Health Sciences centred at the Alfred Hospital Campus with satellite units and partners embedded across other major Monash affiliated hospitals, research institutes and public health organisations.

POSITION PURPOSE

The Data Analyst provides a range of analyst services to support the business and strategic needs of stakeholders in the Centre of Cardiovascular Research and Education in Therapeutics (CCRET). This includes identifying, documenting and validating business needs and undertaking data management, data analysis and data linkage capabilities. The Data Analyst also provides support to projects, expert advice and develops new processes, methodology and frameworks to meet client needs and enhance the operations of the Centre.

The Data Analyst operates with excellence and expertise in process and judgement to provide sound and timely advice and support to clients, staff and other stakeholders.

Reporting Line: The position reports to Co-Director of the Cardiovascular Research and Education in Therapeutics (CCRET) under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

KEY RESPONSIBILITIES

1. Manage large datasets by extracting, transforming, merging files, and ensuring data integrity and accuracy. Use relational databases (STATA, SQL preferred; R considered) and support data linkage across platforms.
2. Deliver analytical services to support decision-making, planning, and new initiatives, aligned with university policies and priorities.
3. Provide expert advice to senior management on complex issues, backed by data analysis and research. Develop reports, presentations, and recommendations for varied audiences.
4. Lead research and data projects, applying frameworks and ensuring compliance. Identify data sources, assess quality, and integrate/link datasets while maintaining security and privacy.

5. Conduct research, modelling, analysis, and benchmarking to support decision-making and strategic planning.
6. Improve processes to enhance efficiency, productivity, and adaptability in evolving technological environments. Optimize data management and linkage for large datasets while addressing challenges.
7. Build partnerships across business units and stakeholders, negotiate access to data, ensure governance compliance, and contribute to cross-functional initiatives.
8. Validate data linkage accuracy through quality checks, ensuring compliance with privacy regulations and ethical standards.

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree qualification in a quantitative field, preferably in the field of statistics, mathematics, public health or a relevant field with extensive relevant experience; or
 - extensive experience and management expertise in technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Highly proficient in Stata Ado, Mata, Python, R, SQL, and relational databases with experience in linkage methodologies, generating graphical/tabular outputs and conducting complex statistical analysis.
3. Demonstrated experience in data analysis, including contributing to strategic developments and decision-making through research synthesis, quantitative and qualitative data analysis and applying research design techniques.
4. Highly developed planning and organizational skills, with proven ability to prioritize tasks, meet deadlines, and implement improvements independently or within a team.
5. Excellent communication skills, capable of producing clear reports, documents, and presentations for various audiences. Skilled in stakeholder management, consulting, and negotiation.
6. Strong analytical, research and problem-solving skills with the ability to identify, assess and recommend solutions to complex and challenging issues. Demonstrated ability to provide specialist advice and insight to inform business decisions and improve operational processes.
7. Demonstrated awareness and adherence to principles of confidentiality, privacy and information handling, ensuring data security and compliance with relevant ethical standards and governance requirements.
8. Advanced computer literacy, with proficiency in business management software packages (e.g., Microsoft Office) and demonstrated capability to learn and adapt to new software tools as required. Ability to use these tools for producing high-level work outputs and managing data effectively.
9. Highly-developed relationship management and collaboration skills, with a focus on building partnerships, influencing outcomes and driving cross-functional initiatives in alignment with business goals.
10. Knowledge of epidemiology and public health principles.

OTHER JOB RELATED INFORMATION

- Travel between locations to collaborate with teams in various organisations, including CCRET, Ambulance Victoria and Department of Health will 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
- This position will require a successful National Police Record check

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.