|  |  |
| --- | --- |
| **Faculty/Portfolio** | Office of the Chief Financial Officer |
| **School/Centre** | Strategic Intelligence and Planning Unit |
| **Basis of Employment** | Full-time (36.75 hours per week) and continuing |
| **Primary Location of Work** | Geelong Waterfront Campus |
| **Classification** | HEW 7 |
| **Reporting Line** | Manager, Reporting & Analytics |

**ABOUT DEAKIN**

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people’s lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia’s sixth largest university and ranks first in Victoria for both student satisfaction and graduate employment. Deakin operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Waurn Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have corporate centres in Melbourne’s CBD, and at the Burwood, Waterfront and Waurn Ponds campuses, as well as offices in South Asia, China, Indonesia, Latin America, Europe, Malaysia, Vietnam, Pakistan and Singapore.

**WHY WORK FOR OUR UNIVERSITY?**

[Benefits of working at Deakin](http://deakin.edu.au/about-deakin/careers-at-deakin)

INSERT TEXT AND HYPERLINK TO

FACULTY/DIVISION

[Deakin’s Strategic Plan](http://www.deakin.edu.au/about/strategic-plan/live-the-future/index.php) – LIVE Agenda

INSERT TEXT AND HYPERLINK TO WORK AREA

**DEAKIN’S PROMISE TO EQUITY, DIVERSITY AND INCLUSION**

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEMM, and a Gold award holder in the Australian Workplace Equality Index for LGBTI inclusion.  We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

**POSITION OVERVIEW**

The Student Equity Reporting Coordinator has responsibility for institutional equity data reporting to Faculties and the Commonwealth Government Department of Education and Training as well as providing high level support of student equity research projects. This includes mixed methods data collection and analysis, producing reports on equity student outcomes to inform university planning and contributions to the monitoring and evaluation of initiatives implemented under the Higher Education Participation Program (HEPP). This role provides centralised expert advice, data analysis and reporting on student equity performance for staff across the University. Within SIPU the Student Equity Reporting Coordinator is supervised by the Manager, Reporting & Analytics.

**Key Relationships:**

|  |  |
| --- | --- |
| **Internal** | * *Strategic Intelligence and Planning Unit*
* *Diversity and Inclusion*
 |
| **External** | * *Commonwealth Government Department of Education and Training*
 |

**PRINCIPAL RESPONSIBILITIES**

* Provide expert advice, data analysis and reporting to inform University planning and to support planning, monitoring and evaluation of the HEPP and other student equity focused programs of work, as well as monitor and evaluate outcomes for students from equity groups
* Design, develop and maintain data files, spreadsheets and databases to support reporting and analysis relating to student equity performance indicators, namely access, participation, retention, success and completion
* Work with the Deakin Data Warehouse team to ensure that the University adopts student equity measures consistent with those applied by the Commonwealth
* Manage student equity data analysis and reporting
* Support student equity research projects

**TYPICAL DUTIES**

* Provide expert advice and data analysis to staff across the University to support student equity objectives
* Provide advice on what data is available to support each strategy in targeting its activities and monitoring its success
* Use query tools and advanced spreadsheet skills to source, manipulate and analyse data from a variety of sources in order to provide information to staff across the University involved in student equity initiatives
* Develop and maintain files, databases, spreadsheets and work instructions to support data manipulation and to accurately calculate quantitative measures of performance
* Stay up-to-date on Commonwealth and any other relevant student equity data releases and developments and communicate and explain these as required
* Work with the Deakin Data Warehouse team to ensure that the Warehouse provide access to up-to-date equity group definitions and that these are well documented and understood both within SIPU and by the University community
* Develop Data Warehouse reports to provide information on students from equity groups
* Develop a systematic approach to registering requests for information and for collecting client feedback on the usefulness of the information provided
* Using established templates, provide regular updates on activities and outcomes and develop new ones where required
* Actively contribute to evaluation of the HEPP program of work
* Provide data analysis and reporting to support student equity research conducted by Equity and Diversity and partners
* Any other duties as directed, commensurate with the scope and classification of the position.

**ABOUT YOU**

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University’s values.

You will be a person who is ambitious for Deakin University’s success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

**SELECTION CONSIDERATIONS**

**Qualifications and Experience:**

* Degree qualification in a relevant field or an equivalent combination of relevant experience and/or training.

**Capabilities and Personal Attributes:**

* Proven experience and expertise in statistical reporting and planning, including manipulation of data from a wide range of sources
* Experience in mixed methods research
* Experience in providing expert advice in relation to data availability and the use of data to inform strategy
* Knowledge of the higher education sector and the performance measures associated with reporting on equity groups
* High level computer literacy, particularly in the use of spreadsheets, databases, data analysis software, survey tools and standard word processing packages
* High level skills in the interpretation, analysis and reporting of quantitative and qualitative data
* Highly developed analytical, oral and written communication skills and excellent interpersonal and stakeholder management skills
* Demonstrated ability to use initiative to source information form a variety of internal and external sources and to present the information in a timely and accurate manner

**SPECIAL REQUIREMENTS**

* Working With Children Check

**DISCLAIMER**

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.

PD Developed Month Year