



**Australian  
National  
University**

## Position Description

<b>Division:</b>	Planning and Service Performance
<b>Department/Unit:</b>	Performance and Institutional Research
<b>Position Title:</b>	Senior Institutional Research Analyst
<b>Classification:</b>	ANU Officer 8
<b>Position No:</b>	12324
<b>Responsible to:</b>	Institutional Research Manager
<b>Number of positions that report to this role:</b>	0
<b>Delegation(s) Assigned:</b>	Nil

### PURPOSE STATEMENT

The Planning and Service Performance Division integrates five key streams of interrelated work: Service Solutions; Business Intelligence and Analytics; Planning and Reviews; Performance and Institutional Research; and Digital Solutions.

The Division takes a leading role in providing data for evidence-based decision making throughout the University and delivering client-focussed services in a culture of continuous improvement in keeping with the Service Performance Framework.

The Senior Institutional Research Analyst maintains the integrity of the data life cycle for institutional research, business intelligence and report 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, Skills and Employment.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

Senior Institutional Research Analyst plays a leading role within the Institutional Research team managing institutional and social research for the University, including: delivering the administration, analysis and reporting from quantitative and qualitative data collections 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 also critically evaluate and/or design rigorous data collection activities that assess the impact of initiatives to achieve the strategic goals of the University.

#### Role Statement:

Under the broad direction of the Manager, Institutional Research the Senior Institutional Research Analyst will;

- Be responsible for the development of credible and robust quantitative, qualitative and strategic analyses relating to institutional research, social research, evaluations, business intelligence and corporate performance across the University, including identifying and following up opportunities for integrated data analytics.
- Develop and deliver accurate and timely complex written reports, visualisations, executive summaries and high-level recommendations to a diverse range of key stakeholders such as University Executive, Colleges, Schools, Divisions, University committees and student groups.
- Contribute expertise and practical methodological advice to staff across the University by initiating, managing and reviewing applications for bespoke data collection activities.
- Identify and implement improvements to systems, outputs and processes within the Institutional Research 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 relating to institutional research, social research, evaluations, business intelligence and reporting and provide advice and support to implement

changes to the data life cycle for collections to grow integrated data analytics capability in the Institutional Research portfolio.

- Actively pursue and maintain relationships with key stakeholders, providing advice and assistance to ensure 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 institutional research, social research, data analytics, statistics, econometrics, psychology or research methodology would be advantageous.
2. Demonstrated experience in project management of large scale data collection activities 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/or query languages.
4. Strong knowledge base of institutional research, social research, evaluations and/or business intelligence methods (quantitative and qualitative), and a demonstrated capacity to critically evaluate and contribute to the development of customised data collection activities 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, and creative problem solving contributing to 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.

*The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.*

<b>Supervisor/Delegate Name:</b>	<b>Date:</b>
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## References:

[Professional Staff Classification Descriptors](#)

[Essential EEO Criteria](#)



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# Pre-Employment Work Environment Report

## Position Details

College/Div/Centre	Planning and Service Performance	Dept/School/Section	Performance and Institutional Research
Position Title	Senior Institutional ResearchAnalyst	Classification	ANU08
Position No.	12324	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- 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 and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- '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](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 checked="" 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"/>
Organizing events	<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"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
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"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
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"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					
<b>Supervisor/Delegate Name:</b>			<b>Date:</b>		