



## Position Description

College/Division:	Research Services Division
Faculty/School/Centre:	
Department/Unit:	Research Analytics
Position Title:	Data Scientist
Classification:	ANU Officer Grade 8 (Administration)
Position No:	TBC
Responsible to:	Manager, Research Analytics
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	Nil

### PURPOSE STATEMENT:

The Research Services Division is part of the Research and Innovation Portfolio led by the Deputy Vice Chancellor for Research and Innovation (DVC-RI). The Division is responsible for high quality services and advice at both an operational and strategic level in supporting the University's research endeavours. In collaboration with College staff and other Portfolio staff the Division provides leadership in the operations and management of research and innovation services in support of the University's strategic goals.

The Research Analytics unit has been established within the Division to monitor, benchmark and report on research performance, and manage data and submissions to the Australian government and other bodies for statutory reporting, and with Planning and Performance Measurement Division, international rankings submissions. The team provides research data analysis including bibliometric analysis and policy advice to staff at the University executive and management levels and is responsible for co-ordinating the University's Engagement and Impact strategies.

This position is responsible to the Manager, Research Analytics. The Data Scientist will provide AI/Machine Learning solutions, undertake analysis, interpretation and provision of advice associated with research performance of the ANU and be an active part of a high quality customer service team.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

Reporting to the Manager, Research Analytics, RSD, the Data Scientist will work closely with other staff within Research Services Division, members of the senior executive, Colleges and other administrative units.

#### Role Statement:

Under broad direction, the Data Scientist will:

- Undertake credible and robust quantitative and qualitative analyses of complex data relating to research performance
- Develop and deliver accurate and timely written reports, dashboards, visualisations and executive briefings for a diverse range of key stakeholders such as University Executive, Colleges, Schools, Divisions, and University committees, primarily relating to Higher Degree by Research student, staff and research statistics
- Develop, monitor and maintain competitor analysis, benchmarking, environmental scanning and performance reporting activities and tools.
- Undertake high level modelling, data science projects, statistical analyses, institutional research to inform research performance measurement.

- Develop and maintain standards, processes, and documentation for relevant areas of responsibility.
- Support 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. Postgraduate qualifications, extensive relevant experience, or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated conceptual, analytical and data science skills of a high order, including the capacity to distill complex material into clear, distinct messages.
3. High-level experience in, or understanding of relevant data science projects, benchmarking, and performance analysis.
4. Well-developed oral and written communication and interpersonal skills.
5. 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 skilled team focused on high quality customer service
6. Highly developed computer skills, including proficiency using the MsOffice suite and experience with online data management systems. Advanced skills in SQL, Power BI, Python or other programming languages and Excel will be highly regarded.
7. Demonstrated ability to provide high-level analytical advice and support to University executive and administrative divisions on a range of strategic and operational matters.
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.*

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

### References:

[General Staff Classification Descriptors](#)



Australian  
National  
University

## Pre-Employment Work Environment Report

### Position Details

<b>College/Div/Centre</b>	Research Services Division	<b>Dept/School/Section</b>	Research Analytics
<b>Position Title</b>	Senior Research Data Analyst	<b>Classification</b>	ANU08 (Administration)
<b>Position No.</b>	TBC	<b>Reference No.</b>	

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 appended to the back of the Position Description.
- 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"/>			
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/Delegate Name:			Date:		