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Data and Reporting Analyst

Position Level	Level 6/7
Faculty/Division	Division of Research & Enterprise
Position Number	00097333
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Position Summary

The Division of Research & Enterprise at UNSW is responsible for the strategic research direction and overall research performance of the University, and in particular, maintaining and advancing the University's profile in research and research training.

Research Analysis, Data and Reporting (RADAR) is a dedicated unit established to support the goal of continuously improving UNSW's position as a leading research-intensive university in Australia. It is responsible for reporting on the University's research activity and performance, its position in various world university rankings, ensuring the University's strong performance in the ARC's Excellence in Research for Australia (ERA) exercise, developing, enhancing and maintaining the Division's research metric tool 'BORIS', and providing divisional support for research applications together with business improvement and integration services to ensure all systems are effectively meeting business requirements.

The Data and Reporting Analyst is responsible for providing data manipulation, reporting, process improvement and business analysis expertise within the Research Analysis, Data and Reporting unit. This position is expected to support the maintenance and management of research applications, government data submissions, university rankings analysis, and research data administration.

The role of Data and Reporting Analyst reports to the Team Leader Research Reporting and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

Level 6

- Develop an understanding of the research data submissions (ERA, EIA, HERDC, ABS) and university research data administration (Research Outputs, Grants, Ethics) to ensure research applications and reporting solutions are aligned with business requirements.

- Provide assistance with the preparation and management of data to meet the University's requirements for statutory reporting and research data submissions.

- Develop automated and ad-hoc reporting solutions using a combination of software including but not limited to the SAS Business Intelligence suite, Tableau, and SQL databases.

- Extract, cleanse, transform, and prepare comprehensive datasets for use in analysis, reporting outputs, and systems management.

- Provide high-quality reporting and system client support for internal and external stakeholders, and proactively implement initiatives to improve user satisfaction.

- Support the implementation of system patches and reports by conducting user acceptance testing, ensuring the solution is accurate, and fit for purpose.

- Contribute to knowledge sharing initiatives by clearly and concisely documenting processes for data analysis, reporting, and systems initiatives.

- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct.](#)

- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Level 7 (in addition to Level 6 duties)

- Development and maintenance of analytical and reporting solutions including prototyping, testing, statistical modelling, and validation of data against internal and external business rules.

- Provide technical expertise with the collection and analysis of data for external data submissions by developing scripts to extract and transform raw data into the format required by external organisations (Excel, csv, XML, and etc.).

Skills and Experience

Level 6

- Tertiary qualification with relevant experience in data analysis, business intelligence development or proven equivalent competency gained through any other combination of education, training or experience.

- Demonstrated experience with using databases, data analysis software, automation and programming (e.g. SAS, SQL, Python, XML) to interrogate datasets, undertake complex analysis, and produce reports.

- Proficiency in the use and administration of enterprise systems (HR, Student, Research, Finance, Business Intelligence)

- Attention to detail with a methodical approach to work, ability to identify technical issues, contribute to business process improvements, and the ability to clearly document progress and solutions using software.

- Demonstrated ability to prioritise effectively and meet deadlines in a fast-paced environment, and to adapt positively to shifting priorities.

- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.

- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Level 7 (in addition to Level 6 criteria)

- Excellent verbal and written communication skills and the ability to convey complex technical concepts clearly and effectively to a range of audiences.

- Demonstrated outstanding capability in analytics and information interpretation, with the ability to develop high-quality reports and deliver strategic insights.

- Excellent knowledge of systems and database packages and demonstrated experience in coordinating the development and maintenance of enterprise systems.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.