



**Australian  
National  
University**

## Position Description

<b>College/Division:</b>	<b>Research Services Division</b>
<b>Faculty/School/Centre:</b>	
<b>Department/Unit:</b>	<b>Research Analytics</b>
<b>Position Title:</b>	<b>Senior Data Analyst</b>
<b>Classification:</b>	<b>ANU Officer 8 (Administration)</b>
<b>Position No:</b>	
<b>Responsible to:</b>	<b>Manager, Research Analytics</b>
<b>Number of positions that report to this role:</b>	<b>2</b>
<b>Delegation(s) Assigned:</b>	<b>Nil</b>

### 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 within the Division to monitor; benchmark and report on research performance, manage data and submissions to the Australian government and other bodies for statutory reporting and, with Planning and Service Performance 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 Senior Data Analyst will provide supervision to team members and 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 Senior Data Analyst 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 Senior Data Analyst will:

1. Undertake credible and robust quantitative and qualitative analyses of complex data relating to research performance;
2. Develop and deliver accurate and timely written reports, 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;
3. Develop, monitor and maintain competitor analysis, benchmarking, environmental scanning and performance reporting activities and tools;
4. Undertake high level modelling, statistical analyses, institutional research to inform research performance measurement;
5. Develop and maintain standards, processes, and documentation for relevant areas of responsibility;

6. Provide effective supervision to the team, ensuring workloads are managed and all objectives and deadlines are met. Support professional development of team members through mentoring and on the job training;
7. Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling; and
8. 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 and demonstrated, extensive relevant experience, or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated conceptual, analytical and numerical skills of a high order, including the capacity to distill complex material into clear, distinct messages.
3. High-level experience in, or understanding of, competitive analysis, 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, 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. Demonstrated supervisory experience in a culturally diverse environment, with an ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives in a timely manner and on budget.
9. 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](#)