Position Description

Griffith UNIVERSITY
Queensland, Australia

Position Title	Senior Analyst, Research Data and Reporting
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / Office for Research
Classification	HEW 8
Position Number	00061181
Reports To	Research Data Manager
Employment Type	Continuing

1.0 Position Purpose

The Senior Analyst, Research Data and Reporting works closely with the Research Data Manager to manage research administration data, analyse research performance across the University and provide detailed data and information to senior leaders and other University stakeholders to support strategic and evidence-based decision-making in relation to the University's research activities.

The position plays a critical role in ensuring that research data are collected and stored across various systems in a form that optimises integrity, security, and retrieval and reporting capability for internal reporting and analysis and external compliance returns (e.g., Higher Education Research Data Collection (HERDC) and other research evaluation initiatives.

The Analyst will also assist with support of and enhancements to, research administration systems as well as current reporting approaches to improve institution-level reporting and strategic decision making.

2.0 Eligibility Requirements

- Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience, or an equivalent combination of relevant experience and/or education/training.

3.0 Key Responsibilities

- Assist in the implementation of effective systems for collecting, storing and analysing research administration data; testing and optimising datasets required for internal and external evaluations, submissions, and other reporting requirements, and ensuring the University's data is accurate and complete.
- Work with relevant offices, including those representing academic elements and research centres and institutes, to ensure they understand the requirements for the administration of research data (e.g., research outputs, income, ethics, compliance) including the collection, verification, and maintenance of data.

- Liaise with Digital Solutions, Library, and other elements to replace, upgrade and optimise information systems for collecting, modelling, and reporting on research administration data to ensure the Office for Research systems and reports meet University standards.
- Facilitate collection, curation and manipulation of internal and external data sources, including open data required for analysis and benchmarking to support the Research Data Manager during peak periods of submission preparation for government initiatives or Executive requirements.
- Liaise with system vendors, government agencies and other stakeholders involved in research performance reporting and advise the University on technical compliance issues arising from changes to government guidelines and policies.
- Liaise with Digital Solutions and Planning and Analytics teams to implement, enhance and support data interfaces to provide unified view of researcher profiles as well as support academic performance review rounds and other performance assessment activities within the University.
- Support teams within the Office for Research with the creation and verification of reports and reporting tools in relation to grants management, research development, ethics management, and development of research policy and strategy.
- Identify resource requirements, including training tools for data management and reporting, and ways to increase efficiency and user-accessibility of the University's research data collections, including operational and analytical reporting.
- Manage the Research Data Management team ensuring implementation, support, and improvement of data management quality assurance processes.
- Ensure compliance with relevant legislation and University policies and procedures, including equity and health and safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and always behave, act, and communicate to reflect fairness, ethics, and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technicalorganisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill levelof this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

  To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our Capability Development Framework.