

Position Title	Data Insights Analyst
Group/Portfolio	Finance
Classification	HEW Level 7
Position Number	00052222
Reports To	Strategic Leader (BI and Analytics)
Employment Type	Fixed Term

1.0 Position Purpose

The Data Insights Analyst is responsible for advancing, managing and safeguarding Griffith University's systems, data and information integrity and security and ensuring compliance with legal, regulatory and reporting requirements.

The Data Insights Analyst is responsible for applying their expertise and judgment to contribute to the development of strategic insights to enable a data-driven approach to the development and implementation of policies, systems, strategies, controls and solutions. They will work collaboratively with others to analyse, prioritise and solve complex strategic, operational and transactional issues.

The Data Insights Analyst will work with others to optimise the data value chain to enable effective and timely analysis of the internal and external operating environments to identify trends, challenges, risks and opportunities and their impacts on Griffith University. They will provide insights to enable strategic investment decision-making.

2.0 Eligibility Requirements

The occupant of this position will hold relevant tertiary qualifications

3.0 Key Responsibilities

- Advance, manage and protect Griffith University's systems, data and information integrity and security and ensure compliance with legal, regulatory and reporting requirements.
- Implement the insight generation approach, systems and processes to drive full value from the data value chain.
- Support the development of robust and repeatable solutions using innovative and/or best practice approaches to translate data into actionable insight that enables evidence-based decision-making.
- Undertake projects, initiatives and activities to identify, evaluate and prioritise trends, challenges, risks and opportunities and their impacts on Griffith University and contribute to the development of strategies and interventions to address them.

- Contribute to the development of appropriate data models to assist management in decision making in relation to executing the University's strategy.
- Develop Griffith University's data and analytics capability and support customers to build their data acumen through coaching and mentoring.
- Provide advice to stakeholders on data and related principles, strategies, plans, policies, systems and processes.
- Analyse the internal and external operating environment through research, data and information analysis and/or consultation to identify trends, challenges, risks and opportunities.
- Consult, negotiate and influence others, managing competing tasks, priorities and expectations effectively.
- Implement the data and analytics governance approach, processes, cadences; ensuring that projects, initiatives, services and capability comply with relevant legislation, University policies and procedures and values.
- Listen to and communicate interactively with colleagues across the university and within the finance team to respond appropriately to queries, solve problems, anticipate needs/questions; develop easily-understood written material; simplify complex information; proactively share information in a balanced and timely manner.
- Promote and demonstrate cultural behaviour in accordance with the Fraud and Corruption Control Framework and the University's Integrity program. This includes acting with integrity in undertaking duties and implementing processes to effectively prevent, detect, and respond to fraud and corruption within the University.
- Maintain compliance with relevant legislation and University policies and procedures, including equity and health & 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 behave, act and communicate at all times 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-technical organisation 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 level of 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](#).

