

POSITION DESCRIPTION

Research Insights Officer



POSITION DETAILS

Position Title	Research Insights Officer
Classification	HEW 7
Position Number	TBD
School/Office	Research Services
Division	Research and Innovation

POSITION PURPOSE

This role supports the collation and analysis of the University's research performance data.

KEY ACCOUNTABILITIES

1. Prepare research reports, including compliance reporting.
2. Ensure data integrity and compliance with reporting standards.
3. Collaborate with IT, data teams and internal stakeholders to enhance research data systems.
4. Deliver high quality data services and reporting.
5. Support the development of dashboards and visualisations for research metrics
6. Respond to queries from researchers and staff regarding research data.

QUALIFICATIONS, EXPERIENCE, SKILLS

1. A relevant degree qualification and experience or equivalent.
2. Experience in research data analysis and reporting, including compliance and audit reporting.
3. Excellent analytical, communication, and stakeholder engagement skills
4. Excellent organisational skills and ability to manage multiple priorities.
5. Proficiency in data analysis tools and platforms.

KEY RELATIONSHIPS

This position reports to:	Senior Research Insights Officer
This position supervises:	None

- Finance
- ITDS
- Researchers
- Government agencies
- Systems providers

CHALLENGES

- Managing complex datasets and ensuring data accuracy.
- Supporting diverse stakeholders with varying data literacy levels.
- Adapting to changes in data systems and reporting frameworks

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: Office for People

Date: 9 October 2025