

POSITION DESCRIPTION



Data Insights Analyst

POSITION DETAILS

Position Title	Data Insights Analyst
Classification	HEW Level 7
Position Number	Multiple
School/Office	Data and Business Intelligence
Division	Operations

POSITION PURPOSE

The Data Insights Analyst analyses complex datasets, develops dashboards, and produces analytical reports that support evidence-based decision-making across the University. Operating with a high level of autonomy and technical expertise, the role ensures all outputs meet rigorous standards of accuracy, clarity, and alignment with data quality and governance frameworks. The position contributes to strategic initiatives by advising stakeholders, improving reporting processes, and promoting data literacy and a culture of evidence-informed decision-making.

KEY ACCOUNTABILITIES

- Conduct analysis and build dashboards in Power BI or equivalent platforms, ensuring outputs meet agreed quality, accuracy, and visual design standards.
- Extract, clean, and transform data from multiple sources, applying agreed quality checks to maintain data integrity and reliability.
- Support senior analysts in delivering strategic and operational insights.
- Engage with stakeholders to clarify requirements and ensure outputs meet needs.
- Apply agreed standards for data definitions, documentation, and visual design.
- Perform quality assurance checks on own work and contribute to QA processes for team outputs.
- Contribute to continuous improvement initiatives in analytics processes.
- Act as a data champion within the university, promoting data literacy and a culture of evidence-informed decision-making through collaboration and advocacy.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Tertiary qualification in Data Analytics, Statistics, or a related discipline.
2. 2–4 years in data analysis, reporting, or BI roles. May suit an early- to mid-career analyst looking to develop technical and consulting skills.
3. Competent in Power BI or equivalent tools, with basic knowledge of SQL or other query languages.
4. Competent in data preparation tools or equivalent ETL platforms, including dataset creation, accuracy assurance, and inbuilt error trapping.
5. Experience working with large, complex datasets and relational databases.
6. Demonstrated high level of analytical and problem solving skills.
7. Strong attention to detail and commitment to data accuracy.
8. Ability translate complex information into clear, actionable insights and communicate effectively to non-technical audiences.

KEY RELATIONSHIPS

This position reports to: Associate Director, Data Insights

This position supervises: No supervisory responsibilities

Key internal relationships:

- Data and Business Intelligence leadership
- Faculties, Schools, College, Third Party Providers, Offices and Divisions
- Strategic planning and Executive teams
- Information Technology & Digital Services

CHALLENGES

- Managing competing requests for analysis with varying levels of complexity.
- Maintaining consistency in reporting across the University.

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: