Griffith UNIVERSITY
Queensland, Australia

Position Description

Position Title	Data Linkage Analyst
Group/Portfolio	Industry and External Engagement/Griffith Data Trust
Classification	HEW 6
Position Number	00062286
Reports To	Data Analyst, Griffith Data Trust
Employment Type	Fixed term

1.0 Position Purpose

This position is located in the Griffith Data Trust team at Griffith University. This position will be a key role in project delivery in a matrixed team environment with statisticians, data scientists, data librarians and active researchers. This position will be working on exciting innovative projects leading the way to use data to inform evidence-based policy, help NGO's maximise their value potential and provide researchers with the tools to create scientific insight.
The data Analyst will work together with data scientists, lab manager, senior leaders, academics, and external stakeholders to deliver data projects.

Under general direction, this position is accountable for analysis of data and information, with a view to understanding experience and identifying pain points, risks and improvement opportunities. The occupant will support the engagement of stakeholders, support requirements gathering, and support the development and delivery of data projects.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications with subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training in data Analysis

3.0 Key Responsibilities

- Under general direction, advance, manage and protect GDT dashboards, data and information integrity and security and ensure compliance with legal, regulatory and reporting requirements.
- Work with rich, complex datasets across hundreds of millions of rows of data to generate insights that drive value with partner organisations.
- Provide assistance and advice to researchers in drafting project plans, ethics approvals, data procurement, data linkage and analysis.

- Extract, merge and transform complex, unstructured data sets from multiple databases and reporting applications by programming complex SQL scripts and the use of data wrangling/ visualisation tools such as R, Python and shinyapps.

- Assist the Lab's partners on specific research projects and contribute to the intellectual research effort of specific projects.

- Support the Data Analyst in responding to challenging information visualisation and information aesthetics problems by creating engaging interactive dashboards and meaningful infographics.

- Brief and advise other members of the team on the production of infographics, interactive elements, logos and visual identities.

- Facilitate open communication and discussion between stakeholders, acting as a point of contact in support of program stakeholder engagement strategies and plans.

- Support 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.