

## POSITION DESCRIPTION

<b>Position Title</b>	Senior Data Analyst		
<b>Organisational Unit</b>	Faculty of Education and Arts		
<b>Functional Unit</b>	Institute for Positive Psychology & Education		
<b>Nominated Supervisor</b>	Deputy Director		
<b>Classification</b>	HEW 7		
<b>CDF Level</b>	CDF2L	<b>Position Number</b>	10609066
<b>Attendance Type</b>	Full Time	<b>Date reviewed</b>	23-JUL-2024

### ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

An ACU education builds on the Catholic understanding of faith and reason working together in pursuit of knowledge and promotion of human dignity and the common good.

An ACU education seeks to transform lives and communities. Students are challenged to look beyond the classroom, solve real-world problems, develop their own search for meaning and cultivate strong professional ethics. They are invited to stand up for people in need and causes that matter.

ACU is open to all. As is common with great Catholic institutions the world over, the university is inclusive and supportive of everyone, every day – regardless of their faith or tradition.

ACU is a young university making a serious impact. Ranked in the top two per cent of universities worldwide and in the top 10 Catholic universities, we're also a leader in employability with 94 per cent of our graduates employed. The university has seven campuses around Australia, a campus in Rome, Italy, and an online campus – ACU Online.

ACU has four faculties, and several research institutes and directorates. We believe our number one asset is our people. It's the character, enthusiasm and dedication of our staff that make this a university like no other. All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high-quality services with a strong focus on service excellence.

To be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

The structure to support this complex and national university consists of:

- Vice-Chancellor and President
- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer and Deputy Vice-Chancellor
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Education)
- Vice President and Director (Mission and Identity).

## **ABOUT THE FACULTY OF EDUCATION AND ARTS**

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The Faculty of Education and Arts encompasses two schools - the National School of Education and the National School of Arts and Humanities, and four institutes - the Institute for Positive Psychology and Education; the Institute for Learning Sciences and Teacher Education; the Institute of Child Protection Studies; the Institute for Humanities and Social Sciences, as well as the Australian Centre for the Advancement of Literacy, the Clinic for the Advancement of Literacy, the Ancient Israel Program and the Western Civilisation Program. The faculty is recognised nationally and internationally as a leader in teacher education, and for its rapidly rising profile in the humanities and social sciences, especially in the disciplines of history, politics and sociology.

Operating across our campuses in Ballarat, Brisbane, Canberra, Melbourne, North Sydney, Strathfield, Blacktown and our Rome campus in Italy, the Faculty is home to a lively, multicultural community of more than 12,000 students and offers an engaging program of teaching and research for students and staff. Through its research collaborations, student exchange programs and community engagement initiatives, the faculty also has strong connections with international universities and an array of government, not-for-profit and private organisations.

## **ABOUT INSTITUTE FOR POSITIVE PSYCHOLOGY & EDUCATION**

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The Institute for Positive Psychology and Education (IPPE) is led by its Director Professor Rhonda Craven. IPPE conducts multi-disciplinary research to address educational and psychosocial issues, translate theory and research into effective policy and practice, and demonstrate how individuals, communities and organisations cannot just succeed but flourish and thrive. The Institute conducts research in three program areas: Educational and Developmental Psychology; Human Motivation and Behaviour, and Indigenous Game Changers.

IPPE is internationally recognised for theoretical, measurement and applied research; a strong track record of external grants and awards; publications in high quality journals; collaborative links with leading international researchers; established relations with community organisations, including high-profile Australian industry partners as well as international partners; and a PhD program encompassing Education, Educational Psychology, Indigenous Education, Positive Psychology, and Sport and Health Psychology research.

## POSITION PURPOSE

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The Senior Data Analyst assists with the completion of funded Research Projects by providing statistical research data support, including cleaning of data and the analysis of large-scale and longitudinal survey data, qualitative data, meta-analyses, systematic reviews, and preparation of Research Project Reports. This position will oversee and manage the data management of project data collected across the Institute. The position will also provide assistance with grant applications, literature reviews, and provide support for general Centre Institute administrative activities.

## KEY RESPONSIBILITIES

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### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [Code of Conduct for all staff](#)
- [ACU Capability Development Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

Responsibility	Scope
High level analysis and collation of statistical research data using basic structural equation modelling programs such as SPSS, MLM, LISREL, R, MPlus, and AMOS.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Clean and analyse quantitative and qualitative research data. Collate data to prepare statistical research project reports and presentations for internal and external stakeholders.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Conduct meta-analyses and systematic reviews and progress write-up of reviews for publication.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Attend and contribute to research progress meetings with team members, providing updates and driving progress on scheduled data analysis.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Provide training to staff members and students across the research Institute on data analysis techniques.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Management and implementation of data storage, in accordance with ACU policy, and relevant legislation.	The position contributes to activities; outcomes and goals; that are

<b>Responsibility</b>	<b>Scope</b>
	implemented and have impact across the University
Contribute to continuous development and improvement of procedures for data management including the introduction of new technology.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

## HOW THE ROLE OPERATES

The position will have the freedom to implement changes to policies; processes and procedures based on their expertise.
The position is expected to demonstrate critical thinking to make recommendations; to meet changing demands; and provide business aligned solutions.
The position needs to build relationships with staff across the organisation to perform their duties.
This position does not have managerial responsibilities.

## SELECTION CRITERIA

<b>Qualifications, skills, knowledge and experience:</b>	<ul style="list-style-type: none"> <li>• Qualification - A degree in a relevant discipline with equivalent 3 years minimum professional experience and training in statistical analysis, including analysing quantitative, qualitative, meta-analysis and systematic review data.</li> <li>• Experience - Skills and experience in survey research, including analysis of large-scale and longitudinal survey data.</li> <li>• Skill - Knowledge, skills, and demonstrated experience in statistical analysis using SPSS, MPlus, Nvivo, and R and in applying statistical research tools and methodologies.</li> <li>• Knowledge - Demonstrated knowledge of and capacity to apply relevant policies and legislature to the effective management of data.</li> <li>• Experience - Reporting on data to a range of internal and external stakeholders and the ability to produce research reports.</li> <li>• Skill - Well developed interpersonal, verbal, and written communication skills and an ability to work independently and collaboratively with others in a team environment.</li> <li>• Skill - Ability to effectively manage multiple responsibilities and competing deadlines whilst maintaining high standard of work.</li> <li>• Experience - Extensive experience in working with Indigenous First Peoples and Communities to undertake qualitative and quantitative research.</li> </ul>
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<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.</li> <li>• Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.</li> <li>• Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.</li> <li>• Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.</li> <li>• Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.</li> </ul>
<b>Essential Attributes:</b>	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
<b>Working with Children and vulnerable adults check</b>	Evidence of the ability to work with children and/or vulnerable adults, and contribute to and protect their safety and wellbeing. The successful applicant of this position will be required to hold a valid working with children clearance for the State or Territory in which the position is located.

## REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart <https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

