

POSITION DESCRIPTION

Position Title	Educational Data Analyst		
Organisational Unit	Centre for Education and Innovation		
Functional Unit	Quality Assurance		
Nominated Supervisor	Quality Assurance Manager		
Classification	HEW 8		
CDF Level	CDF1	Position Number	10612223
Attendance Type	Full Time	Date reviewed	28-MAY-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.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability to grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

Each portfolio consists of several Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the Mission of the University. In addition, Campus Deans focus on the University's local presence and development of the University at the local 'campus' level. For further information about the University please refer to the Organisation Chart.

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. Several frameworks and standards also express the University's expectations of conduct, capability, participation and contribution of staff.

ABOUT THE CENTRE FOR EDUCATION AND INNOVATION

Comprising of academic and professional staff, the Centre for Education and Innovation (CEI) is an integral link between ACU's directorates, schools, and faculties, providing a centralised support service for all learning and teaching processes and resources. The CEI oversees the implementation of university wide initiatives in all learning and teaching matters, including all learning and teaching policies and technologies. The CEI is also responsible for developing and implementing the ACU Online pedagogy and delivery and monitoring its performance at the course and unit level as well as implanting ACU Thrive, the universities commencing student signature pedagogy which requires direct links with all portfolios of the university. CEI also implements and manages the ACU Higher Education Learning and Teaching Academy (HELTA) which is both an externally and internally professional learning institute for learning and teaching at ACU.

The Centre's key priority is to enable high-quality student learning experiences by providing services and strategic direction in relation to:

- Initiative, deliver, monitor and evaluate all pedagogies
- Learning experience design and learning technologies
- Student engagement and success
- Quality assurance and academic integrity
- Academic skills development in students
- Academic development, with emphasis on curriculum and professional learning.
- Educational Analytics
- ACU Studios
- ACU Online
- HELTA (Higher Education Learning and Teaching Academy)
- ACU Thrive
- ACU Learning and Teaching Projects and Government Grants

POSITION PURPOSE

The Educational Data Analyst role is responsible for leading the development of a student data dashboard specifically for ACU Thrive, the University's dedicated first-year student experience model, with the goal of continuously improving and measuring the impact of ACU Thrive and supporting data-driven decisions. The Educational Data Analyst will develop data systems to enable institution-wide capture, analysis, and reporting on student engagement within ACU's learning management system, Canvas, and learning and teaching quality, as well as program level evaluation data for first-year undergraduate units.

KEY RESPONSIBILITIES

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](#)
- [ACU Capability Development Framework](#)
- [Higher Education Standards Framework](#)
- ACU Staff Enterprise Agreement
- [ACU Staff Reconciliation Action Plan](#)

The Capability Development Framework in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Responsibility	Scope
<p>Data and Systems Lead the design and creation of a comprehensive student data dashboard tailored to ACU Thrive, ensuring it provides actionable insights into first-year student experiences and outcomes.</p>	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
<p>Enable institution-wide data capture, analysis, and reporting Design and implement systems to collect, process, and analyse data on student engagement, learning, and teaching quality across the university, facilitating evidence-based decision-making.</p>	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
<p>Implement program level evaluation data systems Establish mechanisms to gather and analyse evaluation data specifically for first-year undergraduate units, enabling continuous improvement of ACU Thrive and related programs.</p>	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
<p>Collaborate with stakeholders Consult and work closely with academic and professional faculty staff to understand their data needs, provide training and support in using data systems effectively, and ensure alignment with institutional goals.</p>	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
<p>Ensure data integrity and security Develop and implement protocols to maintain the accuracy, completeness, and confidentiality of student data, in compliance with relevant regulations and best practices.</p>	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
<p>Uphold data governance and compliance Uphold University policies and procedures to ensure responsible use of data, including data privacy and protection measures, and serve as a resource for colleagues on data-related matters.</p>	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

HOW THE ROLE OPERATES

The position will need to seek approval from their supervisor before making changes to processes and procedures.
The position is expected to identify and recommend improvements to their supervisor before implementation.
The position needs to build relationships with staff across the organisation to perform their duties.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	<ul style="list-style-type: none"> • Qualification - Post-graduate or progress towards postgraduate qualifications and extensive relevant experience; or equivalent combination of relevant experience and/or education/ training. • Knowledge - Sound understanding of the Australian tertiary education context including legislation and regulatory requirements, policy and governance practices. • Experience - Demonstrated experience in leading data analytics activities, including the design of dashboards, data collection tools, analysis methodologies and reporting. • Experience - Experience in designing and utilising database and analytical software. • Skill - Experience using Microsoft Power Platform (including Power BI, Power Apps, and Power Automate) and Canvas Data. • Skill - Excellent interpersonal and written communication skills, with the ability to identify impacts and recommendations for continuous improvement. • Skill - Strong stakeholder management skills with the ability to influence others to bring about change in complex, collegial environment. • Skill - Proven ability to demonstrate initiative, independently prioritise work, meet deadlines and produce high quality outcomes in situations that may require negotiated solutions between diverse organisational areas.
Core Competencies:	<ul style="list-style-type: none"> • 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. • Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority. • Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence. • Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence. • Make informed, evidence-based decisions by sourcing and interpreting University and business information.
Essential Attributes:	<p>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.</p>
Working with Children and vulnerable adults check	<p>This role does not require a Working with Children Check.</p>

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>

