



<b>Position Title:</b>	<i>Data Analyst</i>		
<b>Reports To:</b>	<i>Psychometrician / Data Analysis Manager</i>		
<b>Business Unit:</b>	<i>Educational Assessment Australia (EAA)</i>	<b>Ref Number:</b> (HR use)	<i>369</i>
<b>Location:</b>	<i>Rosebery</i>		
<b>Employment:</b>	<i>Full-time</i>		
<b>WWC check:</b>	<i>Not Required</i>	<b>Sales Position</b>	<i>N</i>
<b>Approved by:</b>	<i>GE, Assessment</i>	<b>Approval Date</b>	<i>Aug 2017</i>

## 1. ORGANISATIONAL CONTEXT

UNSW Global is the not-for-profit international education and assessment company of UNSW Australia. Established in 1999, the company is a wholly-owned enterprise of UNSW. Its purpose is to promote, support and add value to UNSW Australia and its brand by developing and delivering premium education and assessment offerings around the world. The company operates in areas ancillary to the core business of the University whilst supporting the international initiatives and activities of the University and leveraging the UNSW brand in markets beyond the University's operations.

UNSW Global has two core areas of expertise:

- educational measurement and assessment
- education and training

These activities are currently managed through the following Business Units:

- Assessment (Educational Assessment Australia (EAA))
- Education (including UNSW Foundation Studies & UNSW Institute of Languages (UNSWIL))

The Business Units are supported by Business Partners with responsibility for financial management and reporting; human resource management, sales and marketing, business transformation (IT, BPM and PMO), facilities, legal, compliance and governance. The company also has subsidiary organisations in Singapore and Hong Kong.

## 2. POSITION SUMMARY

*[A brief summary of the Position's purpose or role]*

The Data Analyst role is to assist the Psychometricians in test and item analyses and reporting programs which are fundamental to the work of Educational Assessment Australia (EAA). This includes undertaking statistical and psychometric analyses of EAA and contracted assessment programs.



### 3. RESPONSIBILITY PROFILE

#### A. Common Responsibilities:

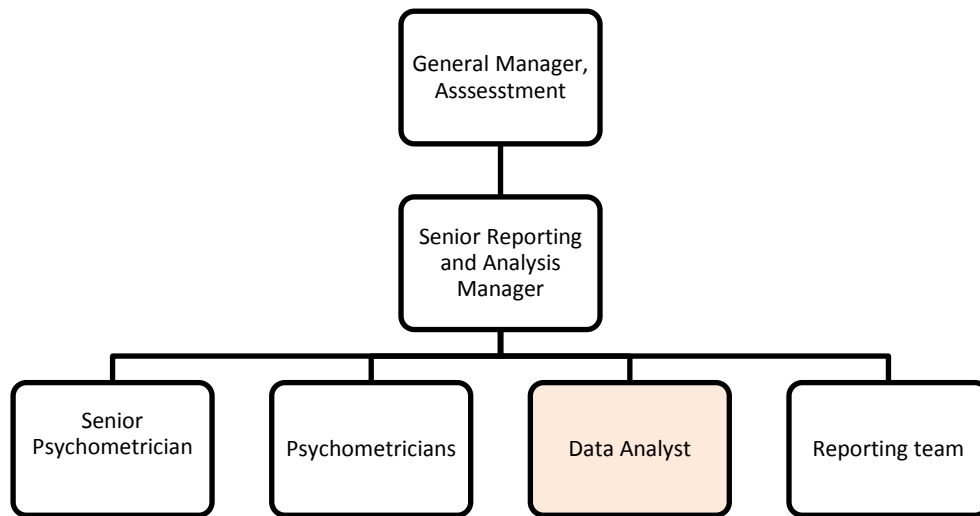
1. Comply with and promote agreed WHS practices, privacy provisions, agreed codes, policies and procedures, and conduct work in a respectful, safe and efficient manner
2. Participate in and promote UNSW Global core workplace programs, including, but not limited to, those relating to performance and professional development
3. Work collaboratively within the business group and across the organisation to promote effective communication and information sharing

#### B. Key Responsibilities (no more than 12 key areas):

1. Undertake data analysis, statistical and measurement tasks in a timely manner, while maintaining a high degree of data integrity and accuracy
2. Plan, develop, and implement data analysis tasks, data warehousing and reporting solutions for EAA
3. Prepare psychometric reports for internal and external clients
4. Develop a high level working knowledge in data analysis and associated Rasch measurement methodologies used in the EAA production system (including associated software, like RUMM2030)
5. Provide support with survey design and population sampling tasks
6. Contribute to the preparation of complex technical reports to government ministers, state school sectors, schools and individuals
7. Stay informed about the latest theoretical and technical developments in educational assessment, measurement and data analysis
8. Ensure all Data Analysis team processes and procedures are well documented and up-to-date
9. Promote and maintain best practice standards in relation to data integrity and data quality assurance
10. Respond to requests for data analysis and data interpretation from EAA staff and clients
11. Design and deliver professional development and other support for teachers/schools



## 4. ORGANISATIONAL STRUCTURE



## 5. APPOINTMENT PROFILE

### A. Selection Criteria

To be considered for this role candidates must be able to demonstrate they have:

#### Qualifications and Experience

##### Essential:

- An undergraduate qualification in education, psychology, statistics, computer science or other related field
- Proven ability in data analysis using both descriptive and inferential statistics
- Well-developed skills in working with large data sets in data analysis, statistics or educational measurement
- Demonstrated written and verbal communication skills including reporting and presenting information to internal and external clients
- Proven administrative, organisational and planning skills (including working on multiple projects at the same time, and achieving deadlines and performance targets)
- Competence in the use of at least one statistical software package (e.g., SPSS, SAS, R)
- Attention to detail and a high level of accuracy in work outputs
- Experience with Rasch analysis software such as RUMM2030 not essential but would be an advantage!

##### Desirable:

- Relevant higher degree
- Experience in performing an item analysis of a psychological or educational test using both traditional and modern test theories
- Experience with survey design and population sampling
- Experience with data warehousing/data mining
- Experience working in a commercial environment
- Experience with custom software applications



### Competencies

(Those underlying characteristics of the individual which are aligned with UNSWG’s Values and are critical behaviours for superior performance)

- Demonstrated safety awareness through unswerving commitment to defined safety systems and processes
- Respect and recognises that people have different values and opinions which individuals have a right to hold
- Strong customer focus
- Demonstrated commitment to work and is able to press on even in difficult times
- Constructive communication, ability to clearly articulate issues
- Act with integrity in the workplace exuding trust, honesty, and decency

### B. Conditions of Employment

Remuneration Basis: *Salary*  
 Location: *Rosebery*

and all conditions outlined in UNSWG’s Policies and Procedures.

### POSITION DIMENSIONS

Number of direct reports	<i>Nil</i>
Number of direct and indirect reports	<i>Nil</i>
Financial delegations	<i>Nil</i>
HR Delegations	<i>[Insert level of delegation]</i>

## 6. CERTIFICATION

The details outlined in this Position Description are an accurate representation of the responsibilities, accountabilities and appointment factors of the position.

*[Insert Approver’s Position Title]*

*[Insert Date]*

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