

JOB DESCRIPTION

Position Title: Data Engineer/Analyst	Position number: TBC
Business unit: Business Transformation	Location: Wollongong
Reports to (title): Director Data Intelligence	TRF placement: TECH2

Primary purpose

The Data Engineer/Analyst will support the delivery of UOWGE's data and analytics priorities. In line with industry best practice, this position involves maturing the data and analytic capabilities through maintenance and management of the Data Warehouse structure and design, as well as gathering various data sources and analysing data to report on and contextualise the corporate and/or academic data gathered. This includes development of capability in embedding AI tools to enhance analytics and drive business decision making.

The Data Engineer/Analyst will work closely with the Data and Analytics teams globally and report to the Director Data Intelligence, to develop the data connections between various systems globally to enable global reporting across the various stages of the student pipeline.

This role will also be responsible for working collaboratively across the UOWGE group to support the development of relevant, succinct, and timely insight to inform UOWGE activities, whilst also maintaining key relationships with the wider university.

Key responsibilities / accountabilities

In order of importance, state the major responsibilities / accountabilities of the position, what is achieved and the approximate percentage of time involved.

Key responsibilities / accountabilities	Outcome	% of time
<p>1. Develop and grow the GE data platform/infrastructure and business intelligence solutions in line with best practice including:</p> <ul style="list-style-type: none"> • SQL database designing • Data pipelining • Transforming data (ETL process) • Improve processes regarding data flow and quality to improve data accuracy, viability and value • Promoting and embedding secure data governance practices • Troubleshoot issues and incidents related to data services <p>This includes development of documentation to support the data and analytics team.</p>	Continual improvement of data platform and BI solutions in line with best practice	40%
<p>2. Gather, cleanse, analyse and interpret data from various sources inform business decision making. This includes development of AI capability to support predictive modelling.</p>	Value added data insights provided to support strategy	20%

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3. Further develop reliable, robust data models to assist with organisational analysis and support ongoing business insights and dashboard development.	Value added data insights provided to support strategy	20%
4. Perform and validate the data integrity in the data platform focusing on the data accuracy and problem solving (providing solutions and decision making).	Value added data insights provided to support strategy	10%
5. Student related data analysis and insights to ensure UOWGE meets its compliance obligations, such as: <ul style="list-style-type: none"> • Compliance reporting (including TEQSA and admissions transparency) • Annual tracking of students reporting. • Annual Course Reports • Annual Review Submissions • Global Student Recruitment 	Value added data insights provided to support strategy UOWGE meets compliance requirements.	10%
6. Establish and maintain strong, collegial working relationships with key internal and external stakeholders.	Effective and open communication between UOWGE entities, UOWGE and UOW is maintained.	Ongoing
7. Other duties that may be required from time to time that are consistent with the classification of the position		Ongoing
Actively demonstrate the UOW Global Enterprises Corporate Values (passion, innovation, integrity, collaboration, courage, excellence)		Ongoing

Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the UOWGE to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. UOWGE wants to place you in the best situation to use your skills effectively in the position you are applying for at UOWGE

Other Responsibilities

1. Work health and safety responsibilities:
 - a. take reasonable care for your health and safety, and

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- b. take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons, and
 - c. comply, so far as reasonably able, with any reasonable instruction that is given to ensure compliance with work health and safety legislation; and
 - d. co-operate with policies or procedures relating to health or safety at the workplace.
2. Observe principles and practices of Equal Employment Opportunity (EEO).
 3. Declare any conflicts of interests that may arise during your employment to the People and Culture Department.

Reporting Relationships

Position Reports to:	Director Data Intelligence
This position Supervises the following positions:	Nil
Other Key Contacts	UOWGE Business Transformation Team UOWGE Director Data Transformation Business Leads across all global locations IT Departments across all global locations IMTS (UOW) Technical Lead & other specialists' staff

Selection criteria – Education and Experience

Essential:

- Relevant Bachelor qualifications
- Strong understanding of data quality concepts, data infrastructure, DataWarehousing and SQL
- Demonstrated experience in delivering data solutions to drive culture and support strategy
- Excellent communication skills

Desirable:

- Extensive knowledge and experience in undertaking qualitative and quantitative analysis methods within the higher education sector.
- Relevant post-Bachelor qualifications.
- Demonstrated skill and experience using a business intelligence system/data visualisation e.g. Tableau, Power BI or similar.
- Experience with data analytics tools e.g. R and Python
- Experience in international and transnational higher education.



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Selection criteria – Knowledge and Skills

Essential:

- Significant demonstrated experience in data modelling, data collection, data extraction, data matching, analysis and reconciliation.
- Strong skills in hands-on data manipulation, cleansing, transformation and visualisation
- Previous experience working on large scale, complex projects, with the ability to work under pressure, autonomously and in ambiguous environments.
- Proven record for taking the initiative and skilled problem-solving capabilities.
- Demonstrated organisational skills including contribution to the development of processes in a planning and analysis area.
- Highly developed interpersonal skills including demonstrated ability to work as an active member of a team.
- A commitment to Values of Passion, Courage, Integrity, Exceptional, Collaboration and Innovation.

Desirable:

- Intermediate/Advanced User of Microsoft Excel

Personal Attributes

- Ability to maintain the strictest levels of confidentiality at all times.
- Has integrity and operates with transparency.
- Resilient and adaptable to change.
- Certified proof of right to work in Australia.