

## POSITION DESCRIPTION – Data Solutions Specialist

<b>Position Number</b>	P012
<b>Position Title</b>	Data Solutions Specialist
<b>Reports to</b>	Director, Strategy & Analytics
<b>Number of positions that report to this position</b>	Nil
<b>Date of last review</b>	1 December 2024
<b>Date approved</b>	6 December 2024
<b>Approved by</b>	Chief Executive Officer

### PURPOSE STATEMENT

The Data Solutions Specialist is the principal technical specialist responsible for end-to-end data solutions to drive business insights for the Council of Australian University Librarians (CAUL).

Key to the role is conducting complex data analysis to support strategic negotiations for CAUL's flagship Content Procurement Service on behalf of the university library sector and other Consortium participants. The position also supports collecting, storing, analysing and presenting university library benchmarking data, analysis to inform value and impact measurement, and sector profile development. The role is responsible for the management of data across the entire lifecycle, advising on governance and policy, and implementing and maintaining analytics infrastructure. The Data Solutions Specialist undertakes ad-hoc analysis with a focus on identifying opportunities to systematise and standardise processes to achieve efficiencies.

Working in a distributed virtual environment, this role combines strategic thinking with hands-on technical expertise to design, implement, and maintain data solutions that drive organisational decision-making and demonstrate value. Reporting to the Director, Strategy & Analytics and working closely with the Director and Associate Director, Content Procurement, the Data Solutions Specialist will work both collaboratively and autonomously to deliver comprehensive data solutions for the CAUL Board, Council Members, CAUL Office and other stakeholders across the sector.

Travel both interstate and overseas may be required.

### KEY ACCOUNTABILITIES

#### Strategic Planning and Solution Design

- Evaluate business requirements and design end-to-end data solutions, including preparing detailed technical recommendations and board papers
- Proactively identify opportunities for data-driven solutions to business challenges
- Make strategic recommendations on reporting solutions and analytics tools
- Design and manage the organisation's analytics stack to align with business objectives

#### Technical Implementation and Management

- Develop and maintain robust ETL pipelines for diverse data sources
- Design, implement, and manage databases and data warehousing solutions
- Create and maintain dashboards and visualisations that effectively communicate complex information
- Implement automated reporting solutions that can be managed by non-technical staff
- Develop and document sustainable, user-friendly data solutions
- Apply AI and automation technologies ethically to enhance operational efficiency

#### **Analysis and Reporting**

- Conduct complex data analysis to support content procurement negotiations
- Analyse usage patterns, cost metrics, value indicators and other measures to inform procurement strategies
- Respond quickly and effectively to ad-hoc data analysis requests, including handling diverse datasets in various formats
- Transform complex data into clear, actionable insights through visualisation and narrative
- Generate automated written reports that effectively communicate findings
- Design and implement cross-organisational benchmarking solutions
- Develop performance reporting frameworks aligned with strategic objectives
- Identify opportunities to systematise and automate recurring analysis needs
- Create reusable analysis templates and workflows to improve efficiency

#### **Operational Data Management**

- Handle diverse incoming data requests with flexibility and efficiency
- Process and analyse ad-hoc spreadsheets and datasets from various sources
- Maintain documentation of common analysis patterns and methodologies
- Develop templates and standardised approaches for frequent analysis scenarios
- Balance immediate analytical needs with longer-term system improvements
- Provide guidance on data preparation and formatting to improve efficiency
- Create self-service solutions where appropriate to reduce ad-hoc workload

#### **Stakeholder Engagement**

- Work collaboratively within a virtual team environment while maintaining autonomous operation
- Provide guidance and support to non-technical staff in using data tools and solutions
- Communicate technical concepts effectively to diverse stakeholder groups
- Support negotiation processes with data-driven insights and analysis

Perform other duties as required, consistent with the level and nature of the position and in line with the principle of multi-skilling.

### **SELECTION CRITERIA**

#### **Essential**

1. Undergraduate or post graduate degree in Data Science, Computer Science, Analytics, Statistics, Mathematics or a closely related field and a minimum 3 years' experience in an end-to-end data specialist role.

2. Demonstrated expertise in end-to-end data solutions, from design to implementation, including enterprise analytics environments, business intelligence platforms, databases, ETL pipelines, and data automation tools.
3. Proficiency in handling and analysing complex data sets to generate accurate and relevant insights that are clearly and effectively communicated through visualisations and written reports.
4. Demonstrated ability to apply creativity and analytical thinking skills to design and implement sophisticated data and analytics solutions, understanding and transforming business requirements into technical solutions, architecting solutions, developing dashboards, writing and maintaining documentation.
5. Demonstrated understanding of and experience with data governance, privacy, security, and quality management principles and frameworks.
6. High level initiative, judgement, and the ability to prioritise workload and meet deadlines, including balancing emergent and planned work.
7. Outstanding organisational skills, including attention to detail, time management, the ability to predict needs and being comfortable with managing multiple projects and processes at once
8. Ability to work productively as part of a distributed virtual team, contribute to positive team culture and reflect the values of CAUL.

**Desirable**

1. Understanding of impact and value measurement
2. Experience of working with quantitative and qualitative survey data