POSITION DESCRIPTION – Data Analyst

Position Number	P012
Position Title	Data Analyst
Reports to	Director, Strategy & Analytics
Number of positions that report to this position	Nil
Date of last review	30 January 2025
Date approved	17 February 2025
Approved by	Chief Executive Officer

PURPOSE STATEMENT

The Data Analyst plays a key role in delivering data-driven insights for the Council of Australasian University Librarians (CAUL). The role combines technical expertise with strategic analytical thinking to uncover meaningful patterns and relationships across complex datasets. A key focus of the position is transforming data into compelling stories that resonate with stakeholders, drive decision-making, communicate value, and inform negotiations.

Beyond technical analysis, the position requires the ability to synthesise insights across multiple data sources and analyses to identify trends, opportunities, and strategic implications for the university library sector. The Data Analyst will identify common analysis needs across the business and develop automated and self-service solutions, as well as undertaking ad hoc analysis and strategic projects.

Reporting to the Director, Strategy & Analytics and working closely with the Director and Associate Director, Content Procurement, the position works both collaboratively and autonomously to provide comprehensive analytical solutions for the CAUL Board, Council Members, CAUL Office and other stakeholders across the sector.

Travel both interstate and overseas may be required.

KEY ACCOUNTABLITIES

Technical analysis and reporting
- Work with complex datasets in Snowflake, BigQuery, and other data warehouse platforms
- Develop and maintain sophisticated SQL queries and data transformations
- Design and implement cross-organisational benchmarking analyses
- Create and maintain data pipelines using tools like Tableau Prep
- Develop reusable analysis templates and workflows to improve efficiency
- Identify opportunities to systematise and automate recurring analysis needs

Data visualisation and dashboard development
- Create and maintain sophisticated dashboards that effectively communicate complex information
- Design interactive visualisations that enable stakeholders to explore data independently
- Implement automated dashboard updates and data refreshes

- Develop user-friendly interfaces for non-technical staff
- Support migration of dashboards between visualisation platforms
- Document dashboard functionality and maintain comprehensive documentation

Data management and quality
- Process and validate data from diverse sources and formats
- Implement robust data quality checks and validation procedures
- Maintain detailed documentation of analysis methodologies and data definitions
- Create and maintain data dictionaries and metadata repositories
- For senior level: Design and implement ETL pipelines for key data sources

Stakeholder engagement
- Work collaboratively within a virtual team environment
- Communicate complex analytical findings to diverse stakeholder groups
- Guide stakeholders in understanding and acting upon data insights
- Build and maintain relationships with key stakeholders across the sector
- Provide guidance to non-technical staff in interpreting data and using analytical tools

Strategic analysis and insight generation
- Synthesise insights across multiple analyses to identify significant trends, patterns, and correlations
- Develop comprehensive analytical narratives that connect different metrics and demonstrate impact
- Identify strategic opportunities and implications from data analysis
- Transform complex analytical findings into clear, actionable recommendations
- Design analyses that anticipate and answer key strategic questions
- Create compelling data stories that effectively communicate insights to diverse audiences

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. Either:
   - Tertiary qualification in Data Analytics, Statistics, Mathematics, Computer Science, or a related field and a minimum of three years' experience in analytics roles; OR
   - Equivalent combination of industry certifications (such as Power BI, Tableau, SQL, or data analytics certifications) and a minimum of five years' experience in analytics roles.
2. Demonstrated technical proficiency to support handling and analysing large and complex datasets, including proficiency with: data visualisation tools (either Tableau and/or Power BI) including dashboard development; advanced SQL for data extraction, manipulation and transformation; and using modern data warehouse platforms (e.g. Snowflake, BigQuery).
3. Demonstrated ability to apply creativity and analytical thinking skills to understand and transform business requirements into analytics solutions, and identify opportunities to develop automated and self-help solutions.
4. A well-developed understanding of data governance, privacy, security, and data quality management principles and frameworks as they apply to data analysis.

5. Excellent communication skills, including the ability to explain complex concepts, craft compelling analytical narratives, write technical documentation, and communicate insights through visualisations, presentations and written reports for both technical and non-technical audiences.
6. Outstanding organisational and time management skills, with high-level initiative and judgment, the ability to prioritise multiple concurrent projects and processes, and the ability to balance emergent and planned work.
7. Ability to work productively as part of a distributed virtual team, contribute to positive team culture and reflect the values of CAUL.

Desirable
1. Experience with ETL tools and pipeline development. Candidates without ETL experience must be willing to develop this skill set, supported by employer-provided professional learning opportunities.
2. Understanding of impact and value measurement methodologies, statistical analysis methods, and approaches to working with survey data.