



Position Description – Data Analyst

Position Details

Position Title: Data Analyst

College/Portfolio: Operations Portfolio **School/Group:** Data and Analytics

Campus Location: Primarily based at City campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 7 **Time Fraction:** 1.0

Employment Type: Fixed Term

Fixed Term Reason: Replacement Employee

Reporting Line: Manager, Data Analysis and Visualisation

No. of Direct reports: Nil

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be–Know–Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

Office of the Chief Data and Analytics Officer

Office of the Chief Data & Analytics Officer supports and enables RMIT's business strategy by leading and driving the data and analytics agenda for the enterprise. This involves being accountable and responsible for:

- Developing and implementing RMIT's data and analytics strategy and ensuring ongoing alignment with university
- Defining requirements and standards for data and analytics technologies to be delivered by Information Technology
- Coordinating and governing data management activities for analytics and reporting
- Developing and coordinating advanced analytics capabilities to resolve key university challenges

Position Summary

The Data Analyst operates within a multi-disciplinary team, working closely with data scientists and data engineers to develop and deliver data and analytics solutions to stakeholders across the organisation. This includes performing analyses of key data sets to draw out insights to help inform decision making. The Data Analyst will contribute to the development of best practice approaches aligned to the data governance framework of the university.

Key Accountabilities

- Perform analyses on large sets of data to extract actionable insights that will help drive decisions across the university
- Work collaboratively in cross-functional teams of analysts, data scientists, data engineers, business partners to deliver data and analytics solutions to the organisation
- Communicate data, insights and recommendations to key stakeholders across the university
- Work collaboratively with stakeholders to gather requirements and contribute to the design and development of analyses, dashboards leveraging agile development principles
- Actively participate in team initiatives and projects and cooperate with team members in a manner that reflects a commitment to team goals and objectives, effective communication, information sharing and problem-solving practices.
- Contribute to the development of methodologies, tools and processes to inform a culture of continuous improvement in data & analytics
- Develop and maintain documentation of key work outputs

Key Selection Criteria

- Demonstrated experience and understanding of basic statistical tests, distributions, and a range of analysis techniques
- Demonstrated experience in data visualisation techniques to communicate key concepts and insights
- Strong problem-solving skills, with the ability to create, innovate and iterate solutions
- Evidence of intermediate to advanced skills in data and visualisation tools such as SQL, Python, RStudio, Power BI and Domo
- Strong communication and interpersonal skills (oral, written and visual), particularly in triaging conflict, navigating ideation barriers, mitigating risk, fostering thought diversity, and liaising/negotiating with a range of stakeholders to achieve agreed outcomes
- A self-starter, with a willingness to work independently and with minimal guidance

Qualifications

Completion of, or progress towards, a postgraduate qualification in a related field or equivalent experience

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.