Equity, Diversity & Inclusion Data Analyst

Position Details

Position Title:	Equity, Diversity & Inclusion Data Analyst
Position Number:	TBC
College/Portfolio:	R&I Portfolio
School/Group:	Gender Equity & Inclusion, R&I Portfolio
Campus Location:	Based at the City campus but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 7
Employment Type:	Fixed-Term (12 months)
Time Fraction:	0.5 (flexible working arrangement requests will be considered)

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. 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 three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

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

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

https://www.rmit.edu.au/careers

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings

Research and Innovation Portfolio

RMIT's Research and Innovation Portfolio supports researchers to help shape the world. The Portfolio has an engaged, energetic, talented, and collaborative team focused on enabling excellent research and innovation outcomes, and on empowering staff. With a global presence, community, and industry connections, we support cutting-edge research and careers that make a positive impact on communities.

The Research and Innovation Portfolio supports researchers and graduate researchers with research partnerships, grants and research contracts, funding opportunities, capability development, research training, ethics and integrity, intellectual property, commercialisation, internships, communication, and profile.

Click here to find out more about research and innovation at RMIT University and the Research and Innovation Portfolio

Position Summary

The Equity, Diversity & Inclusion Data Analyst will be responsible for analysing staff and student data from a variety of sources, including enrolment/recruitment, retention, promotion, workload allocation, research and teaching participation, etc. all through a 'gender +' lens (the intersection of gender with other demographic factors) to inform business decision-making across the University and accreditation submissions (e.g. Athena Swan, Workplace Gender Equality Agency, Commission for Gender Equality in the Public Service and HR Excellence in Research).

The Equity, Diversity & Inclusion Data Analyst will identify report requirements and relevant data sources, collate and transform data, and provide effective analyses. They will deliver timely, accurate and consolidated reports and insights to members of Portfolio and College Executive teams, and other senior leadership that contribute to the setting and monitoring of University directions and performance.

The role will work with the Gender Equity & Inclusion team in R&I Portfolio, and other key stakeholders, to ensure we progress the University's ambitions in intersectional gender equity and gender-based harm prevention.

Reporting Line

Reports to: Manager, Athena Swan

Direct reports: 0.

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working, compliance with the RMIT Code of Conduct and compliance policies.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Support the Manager, Athena Swan to closely monitor the participation, retention, and progression of staff and students at RMIT, through data sourcing, collection, processing, and evaluation aligned to stakeholder and accreditation body requirements.

- Analyse key data from various sources, from conceptualisation through to developing accurate and appropriate reports and visualisations, using data analysis methodology and tools, as well as presentation software.

- Produce, maintain and report consolidated, critical data for accreditations and rankings processes and provide data analysis to support organisational quality reviews and decision-making.

- Coordinate Business Intelligence initiatives led by the ADVC Gender Equity & the Manager, Athena Swan and based on key business problems, working collaboratively with other University stakeholders to co-design, implement, and document solutions.

- Work collaboratively across the Colleges and University, building strong relationships and representing the Portfolio on committees and working parties, to contribute to analytics and strategy relating to gender equity, diversity and inclusion.

- Translate business requests into functional specifications and develop appropriate methodologies for sourcing, analysing, reporting and communicating information effectively to a variety of audiences, including Portfolio Executive and Senior Professional staff.

- Advise Portfolio staff on data sources and availability, as well as best practice in relation to data collection processes and analysis methodologies.

- Actively participate as an effective and flexible member of the Gender Equity & Inclusion team, contributing to a culture of collaboration and continuous improvement and completing tasks in an accurate and timely manner. Support and assist staff in the team through creation and maintenance of detailed documentation of processes and procedures.

- Develop and apply knowledge of relevant policies, practices, and standards to organise and prioritise work, while using judgment to solve problems and to identify and recommend opportunities to improve.

- Be accountable for your own actions and workload, positively influence the team culture, and consistently demonstrate RMIT's values.

- Assist other teams across the Portfolio and Colleges as required within the scope of this classification.

Key Selection Criteria

1. Proven analytical and problem-solving skills and ability to use appropriate methodologies to source, collect, analyse and report on data, as well as provide data-driven advice to senior audiences.

2. Comprehensive knowledge of tertiary sector data sources, and experience in using programming languages such as SQL, R, and Python for data extraction and processing.

3. Demonstrated experience in using Power BI to develop interactive dashboards and reports, translating complex data into meaningful insights for business stakeholders.

4. Advanced skills in Microsoft Excel (including macros and automation) to streamline reporting processes and provide accurate data analysis.

5. Demonstrated ability to work effectively, flexibly and collaboratively with colleagues within and beyond the immediate work unit, contributing to the achievement of team goals.

6. Demonstrated ability to manage data projects, driving creative solutions from conception through to implementation.

7. Proven ability to work independently and meet deadlines in a demanding environment with excellent attention to detail and a commitment to quality assurance.

8. Demonstrated highly developed interpersonal, oral and written communication skills and the proven ability to liaise and negotiate effectively with a wide range of management, staff and external parties on complex, sensitive and confidential issues.

9. Demonstrated high-level computer skills using business intelligence software for data analysis and reporting, as well as the Microsoft Office suite, with a focus on accuracy.

10. Ability to work with large volumes of data with prior experience in identifying trends and patterns to assist with decision making.

Qualifications

Relevant experience. A valid Working with Children Check is mandatory.

Desirable

Knowledge and understanding of the tertiary education sector and knowledge or understanding of gender equality/diversity issues in STEMM or higher education environment is highly desirable.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date: