

**UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA**

JOB DESCRIPTION

ROLE TITLE:	Data Analyst
DEPARTMENT:	Office of Transformation and Improvement
SCHOOL / DIVISION:	Operations Division
REPORTS TO:	Project Manager (Workday)
DIRECT REPORTS (FTE):	Nil
INDIRECT REPORTS (FTE)	Nil

1. PRIMARY PURPOSE OF THE ROLE:

Support the delivery of business initiatives, system implementations and data migration projects through the analysis, profiling, validation and preparation of data from multiple systems, ensuring high-quality information that enables informed decision making and successful outcomes.

2. ACCOUNTABILITIES:

Data Analysis:

Source, compile, extract, manipulate and analyse data from multiple systems and data sources. Profile and interpret data to identify trends, inconsistencies, anomalies and opportunities for improvement. Investigate data-related issues, working collaboratively with stakeholders to determine appropriate resolutions and support informed decision making.

Data Quality:

Review, validate and maintain data to ensure its accuracy, integrity and fitness for purpose. Identify gaps and inconsistencies and contribute to activities that improve overall data quality. Support the development and maintenance of data standards, documentation and quality assurance processes to promote reliable and consistent information.

Data Preparation and Management:

Support the preparation, transformation and reconciliation of data to meet business and system requirements. Contribute to the development of effective data management processes and practices, and assist with troubleshooting data-related issues while identifying opportunities to improve data handling and management activities.

Data Migration:

Support data migration and system implementation activities by preparing, extracting, transforming and reconciling data to meet business and technical requirements. Contribute to the planning, execution and validation of data migration activities, investigate and resolve data-related issues, and maintain documentation to ensure the integrity, consistency and traceability of data throughout migration processes.

Stakeholder Engagement:

Develop and maintain effective working relationships with business and technical stakeholders across the University and, where required, with external organisations. Collaborate to understand information needs, deliver appropriate data solutions, and communicate findings, insights and recommendations clearly to both technical and non-technical audiences.

3. KEY RELATIONSHIPS:

Internal:

- Leaders, managers and staff
- Business stakeholders
- Digital Services
- Project and programme teams
- Information management and reporting teams

External:

- Vendors and suppliers
- Consultants
- External service providers

4. QUALIFICATIONS & EXPERIENCE:

Essential:

- A relevant tertiary qualification, or recognised qualification(s) appropriate to the role, in an area demonstrating analytical aptitude, or equivalent relevant experience.
- Experience working in a data analysis or similar analytical role.
- Experience working with multiple data sources.

Preferred:

- Experience supporting business improvement or technology initiatives.
- Experience within a large or complex organisation.
- Experience in the tertiary education sector.

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential:

- Knowledge of data analysis and data management principles.
- Strong analytical and problem-solving skills.
- High level of computer literacy and numerical ability.
- Effective written and verbal communication skills.
- Ability to interpret and communicate data and analytical findings.

Preferred:

- Experience with enterprise information systems.
- Experience supporting system implementation or data migration activities.
- Experience using data analysis and reporting tools.

6. SPECIAL REQUIREMENTS:

Nil

7. DIRECT BUDGET ACCOUNTABILITY:

Nil

8. MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

9. PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

10. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

11. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

12. EQUITY AND DIVERSITY:

Act in a manner consistent with the University's commitment to anti-racism and the co-creation of accessible, safe, respectful, and welcoming environments where all students and staff are supported to achieve their full potential.