



**POSITION DESCRIPTION – Professional Services Staff
For levels 6/7 and above**

Position Title: Equity, Diversity & Inclusion (EDI) Data Analyst Level: 6/7
Faculty/Division: Human Resources Division

Primary purpose of the position:

The Equity, Diversity & Inclusion (EDI) Data Analyst position is responsible for the development, quantitative analysis and interpretation of data associated with the suite of EDI programs and initiatives led by the Human Resources Division, to further develop equity, diversity and inclusion at the University of Wollongong. These programs and initiatives include but are not limited to the Science in Australia Gender Equity (SAGE) Athena SWAN program, Workplace Gender Equality Agency (WGEA) annual reporting, the Australian Workplace Equality Index (AWEI) and the University’s workforce diversity policies and strategies.

The EDI Data Analyst works closely with the Workforce Diversity Advisor, the EDI Workforce Officer, the Aboriginal Employment Strategy Advisor and the broader HR Division to support initiatives that promote diversity and inclusion within the University, informed by robust research and data analysis. This position is also responsible for the preparation and analysis of accurate and relevant data for internal/external EDI compliance and legislative reporting requirements.

Position Environment:

UOW employs in excess of 2,500 continuing, fixed term and casual staff across a diverse range of professional and academic occupational groups.

The Human Resources Division provides a full range of employee services across UOW. Together, the Division is working to build and support a new experience focused, agile culture that connects teams within the Division, and provides an exceptional customer experience across UOW, supported by the smart use of systems and technology.

Major Accountabilities/Responsibilities:

| Responsibilities | | Outcome | Percentage of Time |
|------------------|---|---|--------------------|
| 1. | <p>Reporting:</p> <ul style="list-style-type: none"> Identifying and developing accurate and consistent metrics and reporting EDI data using current systems (Oracle HCM and Ascender Pay) within HR. Developing an EDI reporting framework that enables seamless, real-time reporting Undertaking data and reporting analysis to support strategy and initiatives identified by Workforce Diversity Advisor, EDI Workforce Officer and Aboriginal Employment Strategy Advisor. Preparing data requests/reporting required from external organisations such as WGEA and AWEI Conducting regular internal compliance reporting on EDI data as required. Ensuring accuracy and managing data to streamline | Ensuring that the University meets internal/external compliance and legislative reporting requirements. | 50% |

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| | <p>reporting from year to year.</p> <ul style="list-style-type: none"> Developing systems and reporting tools that identify and report on trends and patterns in diversity and inclusion issues within the University. | | |
| 2. | <p>Analysis and modelling of EDI data:</p> <ul style="list-style-type: none"> Ensuring that University data correctly interprets reporting definitions and requirements. Developing and analysing EDI data and metrics with the use of reporting tools, that enables stakeholders to understand the data and make sound business decisions. Keeping up to date with changes to yearly legislative EDI reporting requirements and ensuring the University's data and reporting is reviewed regularly to adhere to reporting requirements. Developing and preparing data collection in line with UOW protocols and processes. Adhering to UOW policies around data management and privacy. | Consistent availability of high quality EDI data. | 30% |
| 3. | <p>Research and Analysis:</p> <ul style="list-style-type: none"> Analysing and reviewing complex internal/external diversity and inclusion metrics that capture diversity and inclusion data and trends. Researching and developing informational papers for leadership, management and University Council Assisting with the identification of national and international trends, and drawing on best practice to identify approaches and systems, which best support an inclusive and diverse culture. | Close monitoring of EDI workplace trends to identify progress, areas of concern, and drive strategy and new initiatives. | 10% |
| 4. | <p>As a member of the HR Division, participate in a range of tasks associated with UOW's EDI objectives & outcomes including:</p> <ul style="list-style-type: none"> Striving to create a unified data set that brings together data from a range of locations/sources which allows real time EDI reporting; and Multi-dimensional analysis of UOW's equity, diversity and inclusion data to help understand employee experience and workplace trends and drive strategy and new initiatives. | Continuous improvement of the University's EDI initiatives & outcomes. | 10% |
| 9. | Observe principles and practices of Equal Employment Opportunity. | To ensure fair treatment in the workplace. | Ongoing |
| 10. | Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document. | To ensure a safe working environment for self & others. | Ongoing |

Reporting Relationships:

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|--|-----------------------------|
| Position Reports to: | Workforce Diversity Advisor |
| The position supervises the following positions: | N/A |

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| Other Key Contacts: | Aboriginal Employment Strategy Advisor; Manager HR Services and Recruitment; Associate Deans, Equity, Diversity and Inclusion. |
|---------------------|--|

Key Relationships:

| Contact/Organisation: | Purpose & Frequency of contact |
|--|--|
| HR Division | Liaison with other team members within the HR Division regarding internal and external database support, data analysis and reporting. Ongoing. |
| Associate Deans, Equity, Diversity and Inclusion (ADs-EDI) | Engagement with ADs-EDI in relation to workplace EDI initiatives and strategies. Ongoing. |
| External stakeholders | Liaison with external stakeholders such as WGEA in relation to data requirements, use of data entry software and interpretation of statistical reports. Ongoing. |

Key Challenges:

1. Building a reporting framework within HR systems to conduct insightful, accurate and timely EDI data analysis.
2. Determining EDI data required for UOW's legislative, reporting and policy requirements and creating a unified dataset.
3. Responding to ongoing EDI data/reporting requests in a timely and professional manner.

SELECTION CRITERIA:

Essential:

- Bachelor's Degree in a relevant discipline or related field, and/or combination of education, experience and training deemed equivalent.
- Demonstrated experience with data analysis, data management and use of statistical software.
- Ability to communicate results of data analysis to a range of audiences.
- Exceptional skills in data analysis and statistical modelling, particularly with large datasets, with the ability to formulate EDI related recommendations based on quantitative and qualitative data analysis.
- Demonstrated experience building, analysing and interpreting data from statistical software, spreadsheets, databases and related programs such as Excel, SQL server databases and Oracle Transactional Business Intelligence (OTBI).
- Demonstrated high standard of oral and written communication skills, interpersonal skills and ability to liaise and negotiate with other employees, and government/non-government agencies.
- Capacity to organise work and meet competing deadlines and priorities with excellent attention to detail, accuracy and ability to problem solve in a high-pressure environment.
- The ability to contribute as an effective team member to the HR Division, with good working knowledge of HR data and reporting needs.

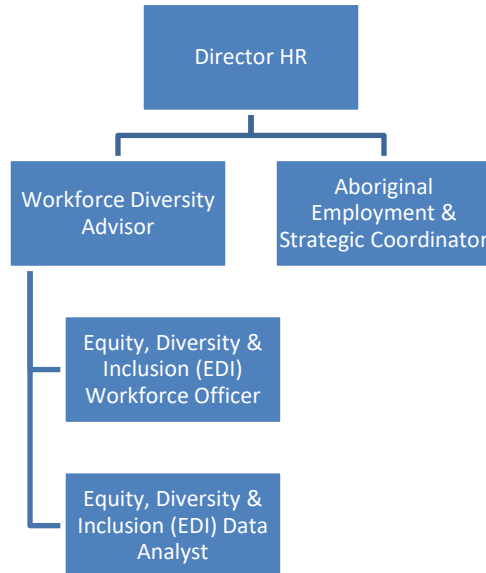
Desirable:

- Experience building reports in Tableau.

Special Job Requirements:

May be required to work outside of standard business hours or across campuses and research partner facilities.

Organisational Chart



Roles and Responsibilities in Relation to Workplace Health and Safety:

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

All Staff

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.