POSITION DESCRIPTION – PROFESSIONAL STAFF

ECU's purpose is to transform lives and enrich society.
Values: Integrity, Respect, Rational Inquiry, Personal Excellence, Courage

Position Title:	Analyst	**HEW Level:**	8	***P&C Endorsed:**	Amy Stanley, PCBP	**Date:**	06/01/2025
Business Title:	Data and Systems Analyst	**Position No:**		**Reporting To:**	Manager, Learning Technologies & Innovation		
School/Centre/Office:	Centre for Learning & Teaching	**Business Unit:**	Learning Innovation		***HR Delegation Approval:**	Katrina Strampel	
Special conditions attached to this position:							
*This position description has been reviewed and evaluated (HR Endorsed) and is an accurate description of the requirements of the position (HR Delegation Approval)							

Role Statement:
The Data and Systems Analyst is a critical technical driver of the Curriculum Transformation Program and other programs in the Centre for Learning & Teaching (CLT), ensuring their success by translating complex system data into robust solutions. Leveraging deep expertise in teaching & learning (T&L) systems and data validation, this role will perform root cause analysis, validate system processes, and recommend technical changes to create compliant, end-to-end T&Lsystems. The Data and Systems Analyst will serve as a vital technical link between the programs and key stakeholders, particularly the CLT teams, to ensure solutions are technically sound and effectively embedded to support student experience and success.

Context
The mission of Edith Cowan University is to further develop valued citizens for the benefit of Western Australia and beyond, through teaching and research inspired by engagement and partnerships. The University will pursue its mission with respect to the following core values: integrity, respect, personal excellence and rational inquiry. In order to achieve this mission, there is a need for reliable, flexible and highly performing systems that support the day-to- day needs of the University and provide access to information for students, staff and management.

To achieve these outcomes, the roles and responsibilities of the Centre for Learning and Teaching are as follows:

- Contributing to the leadership and implementation of strategic organisational change across the University through collaborative partnerships with Schools and Service Centres;
- The provision of professional learning for all teaching roles in the University to promote evidenced based and scholarly practice
- Leadership and implementation of learning technologies across the University
- Active support of Schools to deliver best practice curriculum design and assessment

Provision of innovative learning skill development for students

Organisation Chart

This position reports to:

- Manager, Learning Technologies & Innovation

Position/s that report to:

- n/a

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ACCOUNTABILITIES	CAPABILITIES
Data and Systems Analysis: • Conduct comprehensive analysis of complex datasets, system functionality, and business processes, utilising audit and validation reports to identify compliance gaps, risks, and opportunities for improvement in students' learning experience and success. • Lead the documentation and validation of data and system requirements in collaboration with functional leads, translating program needs into clear and actionable functional and configuration specifications for technical teams. • Propose, document, and support the implementation of system enhancements, automation initiatives, and configuration testing to enhance T&L efficiency and contribute to remediation projects. • Collaborate closely with the Learning Technologies & Innovation team on system limitations and with other specialists and technical leads to align on solutions, escalating issues as required to ensure project deliverables are met. • Contribute to the development of robust tools, documentation, and controls that support long-term compliance and reduce the need for manual interventions. **Reporting & Insights** • Develop and deliver reports, dashboards, and visualisations that support data-driven decision-making across the project lifecycle. • Ensure data integrity and reliability in all analytical outputs and process evaluations. **Stakeholder Engagement & Facilitation** • Build and maintain strong, transparent, and collaborative relationships with program stakeholders to drive project success. • Facilitate workshops and stakeholder meetings to collaborate on data and systems review, change and implementation. • Manage expectations across the stakeholder groups to obtain detailed and communicate effectively to ensure alignment between business and program. • Foster a collaborative and inclusive work environment within CLT teams. **Project Documentation & Governance** Develop, maintain, and update core data and systems analyst documentation to ensure accuracy, traceability, and alignment with project milestones. Provide input into other key program / project documentation such as, but not limited to, business cases, statements of work, scoping briefs, reports. Contribute to risk identification by highlighting potential issues or roadblocks related to requirements and solution design.	**Qualifications** • Tertiary qualification in a relevant field (e.g. Computer Science, Information Technology, Data Analytics, Data Engineering) • OR equivalent combination of extensive experience and professional development in: o Data analytics o Systems administration **Experience and Knowledge** • Proficient knowledge of learning technologies (including learning management systems) and an advanced level of computing skills coupled with the ability to organise and present information in a concise and understandable format. • Experience with database technologies such as Excel, Microsoft SQL Server, Oracle,MySQL and/or Power BI • Strong familiarity with reporting tools and software, including experience in generating custom reports and dashboards, with actionable insights, that support business decisions. **Project Management** Developing and managing projects in response to organisational needs. Involves managing each phase of the project; identifying and resolving issues; sourcing and managing appropriate resources; managing risks; maintaining progress and achieving desired outcomes. **Problem Solving and Decision Making** Ability to investigate, identify and analyse problems, and their source causes and related issues. To generate alternatives, benefits and costs to develop practical solutions. Being creative and innovative when developing solutions and the ability to identify risks. Understanding when a decision needs to be escalated and proactive in reducing escalation events. **Planning and Organising** Comprises setting objectives, planning, managing time, managing resources, monitoring progress, evaluating results and taking corrective action utilising ECU's Excellence Framework.

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Organisational Responsibilities Employees are required to participate in all ECU, team, and individual planning activities; comply with ECU policies and practices in all aspects of their work and conduct; and ensure the safety and wellbeing of themselves and others by complying with WHS and EO requirements.	