

POSITION DESCRIPTION



SECTION A: Position Context

Position Title	Data Analyst
Position Grade	E2 – Executive
Category	Executive
Campus / Unit	Sarawak Campus – Information Technology (IT)
Term of Appointment	Fixed-term Appointment
Effective Date	January 2026

Position Purpose

This position is an executive position at the Sarawak Campus. The position will be responsible for areas as designated by the Assistant Manager, Application Development – primarily focusing on analysing and validating data, creating reports and dashboards, performing trend analysis, supporting data integration, and using automation and visualization tools to deliver actionable insights for strategic decision-making, along with any other relevant tasks as assigned.

Participation on Committees

The position may be required to participate on relevant committees as and when needed and as directed by the Assistant Manager or Director, IT; or Pro Vice-Chancellor and Chief Executive Officer (Sarawak) – PVC&CEO (Sarawak); or any other person as assigned by an authorised personnel.

Supervision Reporting Relationships

<u>This position's supervisor / Director</u>	Assistant Manager, Application Development, Director, IT or any other person as assigned by an authorised personnel
Other positions reporting to <u>this position</u>	None

Location

This position is located at the Swinburne University of Technology Sarawak Campus.

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

KEY RESPONSIBILITY AREAS		
1.	BUSINESS INTELLIGENCE AND STAKEHOLDER ENGAGEMENT	Act as the interface between IT and stakeholders for new solution implementation and technology adoption: <ul style="list-style-type: none"> • Execute data extraction, transformation, and loading (ETL) processes to support analytics initiatives. • Design and develop interactive dashboards and visualizations using business intelligence (BI) tools. • Collaborate with business units to deliver data-driven solutions and build insightful data models. • Conduct statistical analysis and trend forecasting to inform strategic management decisions. • Investigate, validate, and resolve data-related issues to ensure accuracy and integrity. • Ensure data compliance with Data Governance, IT Audit, and Security requirements.
2.	POLICY AND PLANNING	Assist and support the Assistant Manager, Application Development, Director, IT to implement and ensure compliance with all the policies relating to Information Technology.
3.	DOCUMENTATION	Develop and maintain various procedural and technical documents in areas such as data analysis.
4.	VENDOR RELATIONSHIP MANAGEMENT	Develop and sustain relationships with application vendors by communicating and conducting regular reviews of status and issues.
5.	REPORT	Prepare and provide reports on the relevant information as and when needed by the Management.
6.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following: <ul style="list-style-type: none"> • Execute OHS requirements in respective work areas; • Maintain cleanliness, good housekeeping and overall safe work environment; and • Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.
7.	SWINBURNE VALUES AND CULTURE	<ul style="list-style-type: none"> • Commit to the Swinburne Values. • Conduct work professionally while demonstrating the Swinburne Values at all times. • Assist management in implementing the Swinburne culture and lead the team in embracing the Swinburne Values.
8.	LIAISON AND INTERACTION	Demonstrate Swinburne Values and Culture including: <ul style="list-style-type: none"> • Work effectively and with flexibility as a member of the team in providing input, advice and assistance as and when required.
9.	OTHERS	Any other duties as directed by the Assistant Manager or Director, IT; or PVC&CEO (Sarawak); or by an authorised personnel.

SECTION C: Key Selection Criteria

Application letters and / or resumes must address the Qualifications and Knowledge / Experience / Attributes sections under the key selection criteria.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential / Highly Desirable / Preferable
1.	A Bachelor's degree in computer science, IT, or a related field from a recognised institution, with at least three (3) years of relevant working experience; OR Master's degree holder can be considered.	Essential

Experience / Knowledge / Attributes: Required by the appointee to successfully perform the positions key responsibilities.		Essential / Highly Desirable / Preferable
1.	For bachelor's holders, at least three (3) years of relevant working experience in any two of the following domains: data insights, dashboard development, data extraction, data modelling, statistical analysis, data validation, or data governance compliance.	Essential
2.	Strong analytical skills to interpret data and extract insights from complex datasets.	Essential
3.	Familiar in designing interactive dashboards and presenting insights through dashboard and visualisation tools.	Essential
4.	Ability to clearly communicate complex data insights to both technical professionals and non-technical audiences.	Essential
5.	Excellent interpersonal skills especially in a cross-cultural situation and demonstrated ability to work effectively in a consultative and team environment.	Essential
6.	Familiar in data query languages such as SQL, Python, or low-code platforms such as Power BI.	Essential
7.	Ability to abstract and build data models for analysis.	Essential
8.	Ability to detect, validate, reconcile, and troubleshoot data issues to maintain accuracy and integrity.	Essential
9.	Knowledge of hypothesis testing, regression analysis, and trend forecasting to support strategic decision-making.	Highly Desirable
10.	Ability to interpret and analyse structured data models and work collaboratively with machine learning specialists to enhance predictive insights.	Highly Desirable
11.	Agility in High-Performance Environments: Thrives in fast-paced scenarios, adept at orchestrating multiple tasks, tracking action items, adapting to shifting priorities, and meeting tight deadlines.	Highly Desirable
12.	Flexibility in Working Hours: Exhibits willingness to operate beyond regular office hours as necessary to fulfill job demands.	Preferable