

# Role Description

## Data Analyst

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### Reports to

The Data Analyst will report to the Director of Projects and Head of Operations and will work closely with all other staff within the Support area within Meriden.

Position: Permanent Full-time

### Role Purpose

This role provides key data analysis for teaching and learning, marketing and sales and business operations. The role will also support business analysis tasks for change projects across the School.

### Teaching and Learning

- Support teaching staff to access and understand student achievement data [Current tools: TASSweb, SchoolBox, TrackOne]
- Identify and report on general and individual trends or anomalies in student longitudinal performance
- Combine data sets from Junior School and Senior Schools student management systems, and external data sources such as NAPLAN and external academic assessment test

### Marketing and Sales

- Track and report on enrolment trends especially Year 7 entrants [Current tools: Excel, Power BI and Funnel]
- Report on digital and social media analytics
- Report on demographic data and school source areas across Sydney

### Surveys

- Conduct parent satisfaction and other surveys from time to time

## Responsibilities

### Data Collection and Management

- Identify data sources, collect data and source missing data
- Gather, clean, and organise large datasets from various sources
- Set up data infrastructure
- Assess quality of data and ensure data integrity and accuracy through routine cleansing, audits and checks
- Develop, implement and maintain databases or data systems

### Data Analysis and Reporting

- Use statistical techniques and software tools (e.g., Excel, SQL, Python, R) to analyse data
- Identify trends, patterns, and insights from complex datasets and perform description, diagnostic and predictive analysis to support decision-making
- Analyse data to find answers to specific questions and present data findings in a clear, concise, and actionable format

- Generate information and insights from data sets and identifying trends and patterns
- Prepare comprehensive reports and dashboards using tools like Tableau, Power BI, or Excel
- Collaborate with IT teams for database management, automation, and data integration projects
- Communicate data insights to key stakeholders, including executives and non-technical teams

## Business Analysis

- Work closely with cross-functional teams like academic and pastoral teams, marketing, finance, and student administration to understand needs
- Gathering, validating and documenting business requirements
- Modelling business processes and identifying opportunities for process improvements
- Identifying issues, risks and benefits of existing and proposed solutions and outlining business impacts
- Creating functional specifications for solutions
- Estimating costs and identifying business savings

## Technical Skills

Understanding and experience in various tools would be beneficial, such as:

- Proficient in data analytics software (for example, SQL, Excel, Python, R).
- Understanding of reporting and use of data visualisation tools (for example, TrackOne, Tableau, Power BI).
- Knowledge of data warehousing and ETL (Extract, Transform, Load) processes.
- Understanding of website scripts such as XML, Javascript, JSON.
- Understanding of ETL framework and ETL tools including Alteryx and Microsoft SSIS.
- Digital marketing analytics tools such as Google 360, Google Analytics, Google Tag Manager and Adobe Marketing Suite.

## Other Skills and Attributes

- Excellent analytical skills – the ability to identify trends, patterns and insights from data.
- Use critical thinking to identify issues and propose solutions using data
- Strong attention to detail
- Proven organisation, time management and communication skills
- Intermediate knowledge of Microsoft Office programs
- Confidentiality, flexibility, initiative and discretion
- Ability to work as part of a team
- Fully embrace and support the Christian ethos of Meriden
- Have a personal appearance and demeanour which represent the School in a positive way
- Loyalty to the School and the Principal.