

FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION



VISION

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnership, enhances excellence, and provides education and skills that promote sustainability through research with real world impact and contributes to self-development.

1. POSITION DETAILS

Position	: Strategic Data Coordinator
Grade	: 5
Incumbent	: [TBC]
Division	: Office of the Vice Chancellor
Department	: Strategic Planning and Development
Location	: Nasinu Campus
Reports to	: Vice Chancellor through Director Strategic Planning and Development

2. PURPOSE

The Strategic data Coordinator will be responsible for assisting the team in the effective operation of the University's business intelligence functions. This include the collection, analysis, interpretation, and reporting of data to facilitate strategic decision-making across Colleges, Divisions, and Departments. The role involves providing the development and implementation of data strategies, ensuring data quality and integrity, and promoting a data-driven culture within the University. The Coordinator will also assist in the operational direction of all University surveys and the timely preparation and presentation of reports to various stakeholders.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Director Strategic Planning and Development**

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting To You	No Of Staff Reporting To Them
N/A	N/A

4. KEY ACCOUNTABILITIES

- Support the development and implementation of the University's business intelligence strategy.
- Undertake the extraction, analysis, interpretation, and reporting of various types of Institutional data to SLT, Council, internal and external users.
- Ensure the maintenance and regular updating of the University website to guarantee data accuracy and accessibility.
- Develop the maintenance and updating of the Institutional Repository (IR) database to support administrative, research, and educational activities.
- Undertake the management of data requests through the online data request process.
- Prepare the common data sets and their dissemination to Colleges via BIS reporting tools.
- Collaborate with the Department of Business Intelligence (BIS) to support business intelligence analytics at the College, School, Department, program, and course levels.
- Support decision-making at all levels by ensuring the provision of accurate and timely business intelligence and reporting solutions.
- Assist and contribute to the FHEC funding model process, ensuring the availability of relevant data.
- Assist in the preparation of the FHEC Annual Work Plan and the subsequent signing of Grant Agreements.
- Assist in the preparation of Grant Monitoring Reports on a quarterly basis through the timely collection of section reports.
- Manage and respond to requests for information from existing data sources.
- Assist in the design of models and the performance of statistical and other quantitative analysis of data.
- Contribute to the development of efficient data warehousing processes and UIMS-led initiatives to produce reliable information for decision-making.
- Ensure the effective implementation of data-to-knowledge (D2K) transformation processes across all University functions.
- Conduct the planning, coordination, and execution of University surveys, including CTE, GES, Open Day Survey, Employability Survey, and market surveys.
- Develop the survey request platform and maintain a comprehensive repository of all surveys.
- Support College liaison points to facilitate data demand and supply.
- Perform any other duties as assigned by the Director, Strategic Planning and Development.

5. KEY CHALLENGES

- Managing competing priorities and deadlines in a dynamic environment.
- Driving change and promoting a data-driven culture across diverse University stakeholders.
- Ensuring data quality, consistency, and integrity across various systems and sources.
- Remaining current with evolving business intelligence tools and techniques.

6. AUTHORITY LEVEL

Operating Expenditure :.....N/A.....

Capital Expenditure :.....N/A.....

Others :.....N/A.....

7. QUALIFICATION & EXPERIENCE

- A Bachelor's Degree in Mathematics, Statistics, Information Systems, Computer Science, or a related field.
- A postgraduate qualification in a relevant field would be an added advantage.
- A minimum of 3 years of work experience
- Demonstrated experience in data analysis and university survey reports.
- Extensive experience in handling large volumes of Institutional Data and utilizing various data storage and reporting systems.
- Experience in developing and implementing data strategies and governance frameworks

8. KNOWLEDGE & SKILLS

- Expert knowledge of data analysis and report writing skills.
- Excellent leadership, communication, and interpersonal skills.
- Strong problem-solving, presentation, and organizational skills.
- Ability to provide high-level data reporting using diverse tools.
- Proficiency in using and maintaining websites.
- Advanced skills in data modeling, data warehousing, and database management.
- Knowledge of relevant software and technologies, including Banner.

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9. WORKING RELATIONSHIP

INTERNAL	Frequency
Office of Vice Chancellor	Daily basis
Other Divisional and Colleges	Need basis

10. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.