



POSITION DESCRIPTION

STATISTICAL CONSULTANT INFORMATION SERVICES DIVISION

Vacancy Reference No:	08091
Major Cost Centre:	Central Administration
Organisational Unit:	Information Services Division
Classification:	Higher Education Officer Level 7
Salary Range:	\$58 592 to \$65 017 pa full-time
Superannuation:	Employer contribution of 17% of salary Employee contribution of 7% of salary
Total Remuneration Package:	\$68 553 to \$76 070 pa full-time The total remuneration package includes salary and employer superannuation contributions.
Employment Type:	Continuing, full-time
Supervisor (Title):	Director, Information Services
Closing date:	5.00 pm, Monday 14 April 2008

KEY PURPOSE

To provide statistical consultancy advice to staff and postgraduate research students. The position requires an in-depth understanding of statistical methods and use of statistical applications software packages.

ORGANISATIONAL ENVIRONMENT

Information Services Division (ISD) is one division of the Central Administration of the University. It is responsible for the computing and network infrastructure of the University and provides the core ICT services for the normal running of University business.

KEY RESPONSIBILITIES AND OUTCOMES

- Providing a consultancy service to staff and postgraduate research students in the appropriate use of statistical methods and software packages to be used in research activities;
- Liaising with other university staff involved in provision of statistical advice;
- Evaluating and reporting on the quality of current and new statistical software packages and making recommendations for purchase;

- Designing and conducting training courses and providing documentation and additional information on use of statistical software packages;
- Assisting with the negotiation of site licences for statistical software packages and liaising with vendors of those packages;
- Providing periodic reports to the DVC(Research) on usage of the consultancy services;

Staff responsibilities may be varied by the University in order to allow the University to respond to operational needs or requirements.

SUPERVISION RECEIVED

The incumbent will receive broad direction from his/her supervisor and in the main, will determine his/her own priorities and work plans consistent with the strategic objectives of the work unit. The incumbent is also expected to operate within a framework of broad operational policies and/or external requirements. Broad outcomes are reviewed.

SUPERVISION PROVIDED TO OTHERS

No supervisory responsibilities are required for this position.

WORKING RELATIONSHIPS

The position reports to the Director, Information Services. It will also have close ties with staff in the Department of General Practice and with the Office of Research.

The incumbent is expected to consult with his/her supervisor on matters where activity cannot easily be determined by reference to past practices or established procedures.

UNIVERSITY EXPECTATIONS

All staff are expected to:

- contribute to the efficient and effective functioning of the team or work unit in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's Occupational Health and Safety and Equal Opportunity Policies.

SELECTION CRITERIA

(Note for intending applicants – applicants should address each selection criterion individually and should argue their case by citing evidence to support their claims rather than presenting a list of facts only).

Essential criteria

1. An honours or higher degree in statistics of a statistics-related discipline.
2. Significant relevant experience in the application of statistical methods, preferably in a research/consultancy environment.
3. Evidence of significant and relevant computing experience in statistical applications on Unix systems and Macintosh and Windows PCs.

4. Excellent communication and inter-personal skills with the ability to deal confidently with both staff and students.
5. The ability to impart complex statistical ideas to staff and students with varying degrees of statistical experience.
6. Significant experience as a user of SPSS, SAS or equivalent software and the ability to rapidly become proficient in the use of SPSS.

Desirable criteria

1. Demonstrated experience in the design and presentation of training courses for the application of statistical computing packages.
2. Eligibility for Accredited Statistician (AStat) or Graduate Statistician (GStat) status with the Statistical Society of Australia.

SELECTION OF CANDIDATES

Candidates will be evaluated on merit against all of the various components that make up this position description. Assessment will take into account all information that is determined to be appropriate, eg written application, qualifications, interview, work samples, skills testing and referee reports.

The final decision regarding appointment to this position will be based on an assessment of the requirements of the total Position Description.

INFORMATION FOR PROSPECTIVE STAFF

All intending applicants should read the Essential Information for Applicants, available at <http://www.flinders.edu.au/employment/app.php> If you are unable to access this information on the web site, please contact the contact person nominated below.

Information about Flinders University, living and working in Adelaide and employment at the University is available at <http://www.flinders.edu.au/employment/whyflin.php>

CONTACT DETAILS

For further information about the position contact Mark Legg, Director, Information Services. Phone +61 8 8201 2920 or email: mark.legg@flinders.edu.au

Candidates are encouraged to discuss the position with the contact person before sending in a written application.

SUBMITTING AN APPLICATION

All applicants must complete an Application for Employment Cover Sheet available at <http://www.flinders.edu.au/hrd/html/forms/EmployApplication.doc> and lodge this with their application.

Applications, together with the Application for Employment Cover Sheet, may be lodged by email to jobapplications@flinders.edu.au or by post to Personnel, Policy and Practice, Flinders University, GPO Box 2100, Adelaide, South Australia 5001.

Further information regarding procedures for mailing, e-mailing, faxing or delivering applications are provided in the Essential Information for Applicants. Please do not forward applications to the contact person nominated as the contact person.

Name of Authorising Officer: Ms Barbara Fergusson
Name of Authorising Officer in Human Resources:
normally Director, Human Resources or nominee
Date of last update: March, 2008