HR191	**POSITION DESCRIPTION**	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

NOTES

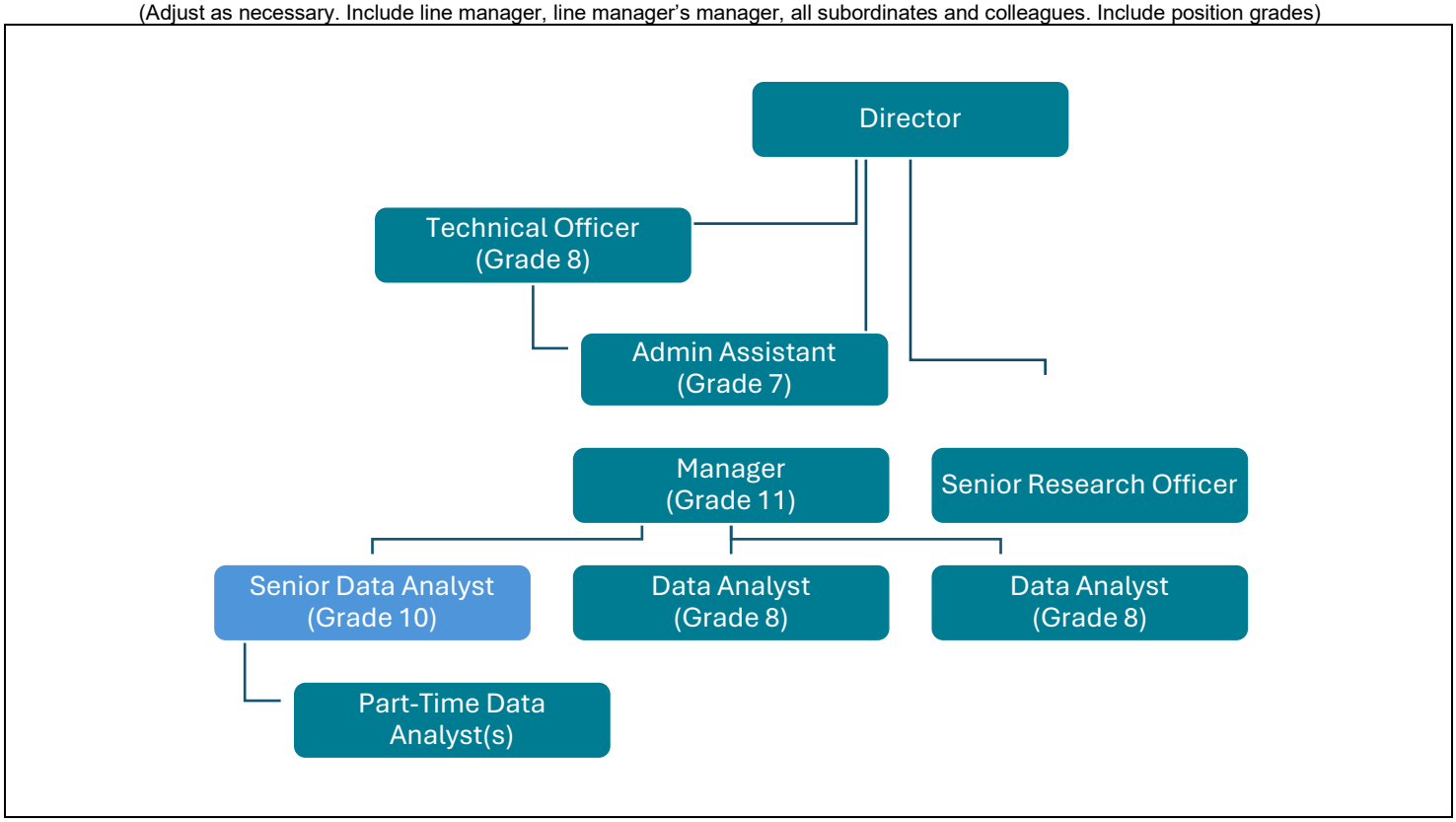
- Forms must be downloaded from the UCT website
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Senior Data Analyst		
Job title (HR Business Partner to provide)			
Position grade (if known)	Grade 10	Date last graded (if known)	N/A
Academic faculty / PASS department	Commerce		
Academic department / PASS unit	DataFirst		
Division / section	DataFirst Data Services and Operations		
Date of compilation	2024-10-09		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is:

The main purpose of this position is to support DataFirst's Manager with data services and operations. The Senior Data Analyst will take primary responsibility for administering DataFirst's Remote Access Secure Data Enclave to ensure the Enclave adheres to the international "5 Safes" standard for sharing sensitive data (ensuring data, projects, people, settings, and outputs are "safe" for use). They will be responsible for liaison with IT for service innovations and with DataFirst's Manager for service improvements. Under the direction of the Manager they will be responsible for data preparation. This will include training and mentoring of Data Analysts in data preparation.In addition, the Senior Data Analyst will deliver DataFirst training courses in quantitative data analysis together with the Director and Senior Research Officer.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	Data preparation to ensure Safe Data in the Secure Data Enclave	50%	Performs quality checks on the data Undertakes disclosure control on the data to protect respondent privacy Converts and versions data and document files Migrates files when necessary to ensure sustained access Creates detailed metadata to assist researchers to use the data	Enclave data is quality assured, well-documented, and confidentialised
2	Project assessment to allow only Safe Projects in the Secure Data Enclave		Communicates with applicants via DataFirst's support site Processes applications from research projects to ensure their appropriateness and viability Communicates with registrants around bringing in other data for data linking	Only viable projects with qualified researchers are registered to use the Enclave
3	User communication to ensure Safe People use the Enclave		Provides short online training sessions for applicants Passes vetted applications onto DataFirst's Manager for approval	Research teams on registered projects are trained in the requirements for using restricted-access data
4	Manage Safe Settings to prevent unauthorised use		Works with IT and DataFirst's Manager to administer and upgrade the Remote-Access environment of the Enclave Innovates for Enclave improvements	The Enclave provides a secure environment for the use of sensitive data
5	Screen research output to ensure Safe Outputs from the Enclave		Vets research output from accredited Enclave users	Research outputs from the Enclave are non-disclosive
6	Preparation of public use data sets	30%	Undertakes and oversees data cleaning and disclosure control of datasets to be published on DataFirst's open data portal.	Public use data is quality assured, well-documented, and confidentialised
7	Training and mentoring of Data Analysts	10%	Trains Data Analysts in data quality checks and disclosure control.	Data Analysts have the skills and knowledge to undertake data and metadata preparation
8	Training of quantitative data analysts	10%	Trains researchers in quantitative research methods	Training courses are effectively delivered

MINIMUM REQUIREMENTS

Minimum qualifications	NQF 9 in Economics or Statistics or cognate discipline
Minimum experience (type and years)	At least two years' experience working with data to be shared in a restricted-access environment At least two years' experience in curating data for research, including data cleaning, data quality assessment, data disclosure control and metadata creation Demonstrable experience with DDI-compliant Metadata management software Demonstrable experience with web-based data dissemination software programmes Experience in training researchers in quantitative research methods
Skills	High-level competency in the Stata data analysis software programme Training and mentoring skills
Knowledge	Familiarity with preparing survey micro-datasets for reuse Knowledge of statistical disclosure control techniques Knowledge of the DDI metadata schema standard Familiarity with the protocols for sharing restricted-access data Advanced knowledge of quantitative data analysis
Professional registration or license requirements	
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	

Competencies

Competence	Level	Competence	Level
Adaptability/ flexibility	2	Teamwork / collaboration	2
Analytical thinking/ Problem solving	2	Communication	2
Conceptual thinking	2	Building interpersonal relationships	2
Continuous learning	2	Facilitating change	2
Client/student service and support	2	Coaching / Developing Others	2
Quality commitment	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	DataFirst's Secure Data Enclave: data preparation; applicant administration; output vetting, and training and mentoring of Data Analysts in Data Services and Operations; delivery quantitative data analysis training courses
Amount and kind of supervision received	Supervised by DataFirst's manager: periodical communication and liaison
Amount and kind of supervision exercised	Supervision of Research Teams in the Secure Data Enclave; supervision of Data Analysts being mentored
Decisions which can be made	Final versions of datasets for online access and access in the Secure Data Enclave; Approval of research output from the Enclave; Registration of applicants
Decisions which must be referred	Decisions on Enclave upgrades and innovations must be made jointly with DataFirst's Manager

CONTACTS AND RELATIONSHIPS

Internal to UCT	H. Lynn Woolfrey, Manager, DataFirst (Line Manager); ICTS Infrastructure Team
External to UCT	Secure Data Enclave depositors and applicants; other data users