

PEOPLE AND CULTURE

Data Systems Officer

This is a part time position at classification HEP Level 6 (salary \$85,667– \$92,728 pro rata plus 17% superannuation) working 3 days per week over a fixed term contract period to 30/06/2025.

- Use your systems and data skills to help us drive Alumni and Philanthropic engagement
- Opportunity to work in an inclusive, diverse and collaborative team
- The position is located at our Footscray Park Campus.

About Us:

At Victoria University (VU), our aim is to be a global leader in dual-sector learning and research by 2028. Join us on the journey and help us achieve our strategic drives embedded in our Strategic Plan 2022-2028: Start well, finish brilliantly.

VU has innovated a new pedagogic and curriculum approach: the VU Block Model. This, along with the VU First Year College, have been among the most significant learning and teaching developments in the Australian tertiary education sector over the past decade. VU TAFE is renowned for digital innovation in its delivery, evident through the Sunshine Skills Hub and is a highly valued industry collaborator.

About the Role:

This is an exciting opportunity for a database professional to join a growing Alumni Relations and Philanthropy team. In support of VU's strategic vision, the Data Systems Officer supports the implementation of alumni engagement and fundraising programs across the University, working collaboratively with leaders and a wide variety of teams. Reporting to the Advancement Operations Manager, this position plays a critical role in effectively engaging and communicating with Victoria University's community of 300,000+ Alumni and donors.

About You:

You are a data specialist with an eye for detail, love of logic, and the ability to problem solve to deliver data-driven results. You will have demonstrated knowledge and experience managing a large, complex CRM database or similar and a sound knowledge of systems configuration, ideally in an alumni and donor management environment. You will have excellent analytical, conceptual and reporting skills, and the ability to manage competing deadlines and priorities on time and to target. You will have advanced knowledge and ability in Excel (including the ability to create pivot tables and reports), and proficiency in Microsoft Word, PowerPoint, Access, SharePoint and Outlook environments (SQL knowledge desirable).

Duties:

Examples of duties you may perform include:

- Managing all aspects of the Advancement Office Database including access, security, compliance with privacy legislation, vendor liaison, user training and documentation
- Complex data extractions and imports to support donor and philanthropic communications
- Driving ongoing data integrity
- Plan, investigate and implement new techniques and approaches for improving data integrity and to acquire new relevant data sets.

Benefits:

For more information on our employee benefits, flexible working, discounts in private health insurance and gym memberships and salary packaging please visit <https://www.vu.edu.au/staff/benefits-services-for-staff>.

How to apply

For a position description and to submit an application please visit our 'VU Careers' website: https://fa-ercy-saasfaprod1.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1

Applications must be uploaded/submitted as a single document (no separate attachments) comprising:

- Your cover letter,
- Your curriculum vitae/resume,
- Evidence of applicable qualifications, licences and registrations.
- A document containing your responses to the Key Selection Criteria.

For further information relating to the position, please contact Leigh Stewart, Manager Advancement Operations, by email at Leigh.Stewart@vu.edu.au.

For further information relating to the position or recruitment process, please contact Maxim Zervos, Recruiter by email at Maxim.Zervos@vu.edu.au

Applications close on 27th May 2024 at 11:59pm (AEST)

Our Commitment to Protecting Country:

Victoria University honours its deep diversity as a foundation for collaboration and social progress. We will demonstrate sensitivity in respecting First Nation perspectives. We will ensure that we respect our Indigenous voices and commit to sustainable Protecting Country. We will take leadership responsibility, in all that we do, to improve the health and wellbeing of our local and global communities, and the planet that we share. Victoria University is committed to inclusion and diversity, achieving gender equality in senior roles, and strongly encourages suitably qualified and experienced people to apply.