

Position Description

Position Title: Research & Data Analyst, Brain & Cognitive Health

Organisation: Snow Medical Research Foundation

Reports To: Senior Program Manager

Employment Type: Full Time, permanent

Location: Woolloomooloo, Sydney (3 days min onsite)

Position Purpose

The **Research & Data Analyst** will support Snow Medical to identify, evaluate and develop opportunities for high-impact investment in medical research.

Working closely with the Program Manager and broader Snow Medical team, you will bring together scientific literature, quantitative data and research landscape information to generate insights that inform strategic investment decisions. The role combines data analytics, evidence synthesis, scientific research and high-quality written communication.

You will investigate complex and often open-ended questions, identify and analyse relevant datasets, undertake literature and evidence reviews, and translate findings into clear and compelling visualisations, Board papers, briefings and presentations.

The role will initially have a strong focus on brain and cognitive health but may contribute across Snow Medical's broader research and investment priorities. It offers an opportunity to work at the intersection of science, data, strategy and philanthropy, helping shape major investments in Australian medical research.

Key Responsibilities

- Undertake quantitative and data-driven analyses to support Snow Medical's research strategy and investment decisions.
- Conduct targeted literature reviews, evidence syntheses and research landscape analyses to assess emerging scientific opportunities, unmet needs and potential areas for investment.

- Identify, collate and analyse relevant scientific, health, research funding, workforce, bibliometric and other datasets from Australian and international sources.
- Develop analytical approaches to complex strategic questions, including questions where established datasets or methodologies may not be readily available.
- Integrate evidence across quantitative datasets, scientific literature and expert perspectives to generate clear, decision-relevant insights.
- Develop high-quality data visualisations, figures, tables and dashboards that communicate complex findings clearly and intuitively.
- Translate scientific and quantitative findings into concise conclusions, implications and recommendations for investment.
- Contribute to the preparation of high-quality Board papers, investment papers, briefing documents, presentations and strategic reports.
- Support assessment and due diligence of potential research investments, including consideration of scientific opportunity, research capability, unmet need, feasibility and potential impact.
- Analyse Australian and international research capabilities, funding landscapes and emerging areas of science to identify opportunities where Snow Medical could make a distinctive contribution.
- Critically evaluate the quality, limitations and uncertainty of available evidence and ensure conclusions are appropriately calibrated to the strength of the evidence.
- Develop and maintain reproducible analytical workflows, datasets, references and supporting documentation.
- Work closely with the Program Manager and other Snow Medical team members to respond to emerging strategic and analytical questions.
- Engage with researchers, clinicians, funders and other external experts to gather, interpret and validate relevant information.
- Stay abreast of emerging developments in medical research, data analytics and research strategy that may be relevant to Snow Medical's investment priorities.
- Contribute to a collaborative, intellectually rigorous and high-performing working environment.

Selection Criteria

- Undergraduate (Honours level) or postgraduate qualification in a relevant discipline such as biomedical science, neuroscience, psychology, statistics, data science or a related field. A Masters, PhD in a relevant research field or equivalent experience would be highly regarded.

- Demonstrated experience undertaking quantitative analysis and working with complex datasets.
 - Proficiency in analytical tools such as Python, R, Excel or equivalent, with strong capability in data analysis and visualisation.
 - Demonstrated ability to locate, critically evaluate and synthesise scientific literature and other sources of evidence.
 - Excellent written communication skills, including the ability to translate complex scientific and quantitative information into clear, concise and persuasive written material.
 - Strong data visualisation skills and the ability to communicate analytical findings effectively to both technical and non-technical audiences.
 - Strong quantitative reasoning and the ability to interrogate data critically rather than treating analysis as a purely technical exercise.
 - Ability to move from an ambiguous or open-ended question to a structured analytical approach and useful conclusion.
 - Understanding of research methods, evidence quality, uncertainty and the limitations of observational and secondary datasets.
 - Strong attention to detail and commitment to analytical accuracy and research quality.
 - Intellectual curiosity and an ability to rapidly develop an understanding of unfamiliar scientific and technical areas.
 - Ability to manage multiple projects and priorities in a dynamic environment.
 - Strong interpersonal skills and ability to work collaboratively across scientific, technical and non-technical teams.
 - Sound judgement and an ability to distinguish between what the evidence demonstrates, what it suggests and where uncertainty remains.
-

Key Attributes

The Research & Data Analyst will need to have the following core attributes:

Strong Communication Skills

Excellent oral and written communication skills to effectively communicate with internal and external stakeholders including Board, Investment Committee, team and partners. The ability to articulate Snow Medical's mission, engage with partners and communicate complex ideas clearly and compellingly is essential.

Team Player

Demonstrate teamwork skills with internal and external stakeholders associated with Snow Medical. This includes pitching in when required, providing support to other team members and showing equal respect to your colleagues and other team members. The role will develop and foster positive internal and external relationships to manage ad-hoc duties and tasks as directed by their manager and the Snow Medical team.

Delivery of Service

Ensure the highest quality and responsive delivery of service to the community, members and associates.

Confidentiality

The role requires handling of sensitive information of Snow Medical, members and associates and will not divulge any confidential information to any third party or other employee unless directed to do so by their manager.

Time Management Skills

They will have the responsibility of ensuring that all administration tasks i.e. coding of invoices and document organisation are completed in a timely manner to ensure costs are recorded for the monthly financial statements.

Presentation and Image

The Research & Data Analyst must be professionally presented and have a clear understanding that they are always representing Snow Medical.

Snow Medical Values

The Research & Data Analyst will positively follow the Foundation's values to ensure the culture is maintained as a family owned, positive, professional business.

Feedback

The Research & Data Analyst may participate from time to time in a feedback process such as 360 degree or a formal review as part of their professional development and will use this feedback to understand development and learning opportunities associated with their role within the business. Annual reviews will be conducted with your direct manager, and we encourage live feedback at any time you or your manager feel necessary during your employment. It is expected that all staff engage in feedback discussions in an open and constructive manner and work together with their manager on genuine opportunities to improve performance.

Self-Starter

The role requires a level of autonomy in providing support to the Snow Medical team, members and stakeholders and identify priorities without ongoing direction as well as providing support at short notice when required. They will need to understand the position and create opportunities to better the role with fresh ideas and innovative ways of undertaking it.

Software

The role required to be proficient in all aspects of the following software programs:

- Microsoft Office software, including Word, Excel, PowerPoint and Outlook.

Target Safety – Aim High

All Snow Medical employees have a duty to:

- take reasonable care for their own health and safety.
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- comply, so far as they are able, with any reasonable instruction that is given by Snow Medical Research Foundation to allow it to comply with its work, health and safety obligations.
- comply with any reasonable policy or procedure of Snow Medical Research Foundation relating to work health and safety.
- follow all Safe Working Procedures and Safe Work Method Statements relevant to their role.

Risk Management

All Snow Medical employees have a duty to identify and assess potential risks that may hinder the reputation, safety, security and financial prosperity of Snow Medical:

- Manage the process of identifying and assessing the risks that could/would affect the business.

- Report and communicate risk issues to your manager and/or Risk Management Committee as soon as possible.
- Implement where appropriate, risk control actions.
- Comply and implement systems, policies, and procedures for the identification of risk.