



Position Description

| | |
|------------------------|--|
| Position Title: | Data Officer |
| Location: | Remotely from home, or in any Children's Ground office (Alice Springs, Darwin, Melbourne) with travel to locations as required |
| Tenure: | Part-time 8-15 (hours a week (0.2-0.4 EFT), hours can be worked from Monday to Sunday, with the capacity to respond to data requests within 24 hours. Casual 12-month contract (further contracts subject to funding) |
| Classification: | SCHCADS Modern Award Level 4, depending on experience |

Position Summary

The Data Officer will be responsible for contributing to extracting data from Children's Ground's internal data system, that will support our delivery in the Northern Territory (Central Australia and the Top End), our research and evaluation and our Shared Service office in Melbourne.

Data extracts and reports will include standard monthly, quarterly and annual data reports and data for funding reports with established timeframes. It will also include ad hoc requests for data reports for funding submissions, government briefs, inquiry submissions, among others.

For the first few months, a key part of this role will include 'data cleaning and formatting', of historical data in preparation for upload into the internal data system.

Children's Ground is committed to community led practice that privileges First Nations culture. Data reports will contribute to our First Nations leadership in operational planning, delivery and for our 25-year longitudinal evaluation determining the impact of the Children's Ground Approach.

This position will work in Children's Ground's Research and Evaluation team.

Key Relationships

| | |
|-----------------------|--|
| Reports to: | Director Research & Evaluation |
| Key Internal liaison: | Research & Evaluation teams in Central Australia and the Top End Directors and Area heads in Central Australia, the Top End and Melbourne |
| Key External liaison: | Nil at this stage |

Key Responsibilities

Key responsibilities of this role include:

1. Generate standard and ad hoc data reports

- Using Children's Ground's internal data system generate data reports for:
 - Standard monthly, quarterly and annual data reporting (for communities, staff teams and external reporting needs)
 - Funding reports with established timeframes
 - Funding submissions, government briefs, inquiry submissions, among others
- Undertake ad hoc requests for data entry

2. Contribute to data quality and integrity

- Work with the R&E team to establish weekly data quality and improvement checks
- Undertake regular quality checks of the data system - ensuring quality, compliance and technical needs and standards are met for data collection, entry and reporting.
- Report data quality concerns and issues to RE& team and Director
- As needed, support R&E team with staff data system training and resource development (including brief instructions, manuals, etc)
- As needed, summarise status of data quality and integrity for quarterly reports to Director

3. Undertake data cleaning and formatting (short-term task over initial 2-3 months)

- Contribute to cleaning and formatting historical data for upload into the internal data system

4. When opportunities arise

- Contribute to local community agency and respect for local cultural knowledge and life
- Meet with local First Nations people and elders
- Encourage and support all First Nations families, valuing their ideas, strategies and aspirations
- Develop professional, trusting and respectful relationships with staff in Children's Ground regions and Shared Service office
- Maintain strong working relationship with Children's Ground internal partners.
- Develop and maintain strong relationships with relevant external partners.
- Represent Children's Ground at meetings when requested.

5. Contribute to Children's Ground

- Be a positive, innovative and active member of the Children's Ground team.
- Contribute to Research & Evaluation planning and development.
- Support a strong, connected, respectful and supportive organisation.
- Engage with local languages by learning basic words/phrases and using them in interactions with First Nations people.
- Participate in professional development programs offered by Children's Ground.

Key Selection Criteria

Essential

- Demonstrated experience in high-quality data extraction and quality assurance
- Demonstrated knowledge of establishing data quality and integrity processes within data systems
- Knowledge and skills in using Microsoft Excel and Access
- Thorough understanding and ability to ensure safe and secure data management practices
- Demonstrated experience in roles requiring high levels of attention to detail
- Excellent communication skills; verbal and written
- Ability to plan, organise and prioritise workload around importance and timelines
- Ability to work collaboratively as a member of the team
- Fully Vaccinated against COVID-19

Desirable

- Experience working in the community/education/health sectors
- An understanding of monitoring, evaluation and research approaches
- Experience working in a start-up environment and implementation of processes and systems from scratch

Personal Attributes

- Proactive and can work autonomously, as well as part of a team
- Self-starter / Self-motivated
- Focus on achieving excellence
- Innovative and thinks adaptively about problem resolution
- Creates and embraces a culturally diverse workforce
- Passionate about social justice and empowerment