

## Data Officer – Remote Home Based Position



- Longitudinal evaluation of our Approach in First Nations communities
- Join a growing not-for-profit organisation
- This is a flexible casual home based position working 8-15 hours per week

### About Us

Children's Ground is working to create an environment where families realise their aspirations for the next generation of children to be free from trauma and suffering, enjoy equity and safety, be able to grow into adulthood happy and healthy, and have agency over their social, cultural, political and economic life. To learn more about Children's Ground and the work we do, visit our website: <https://www.childrenground.org.au>

### About the Job

This position will work in the Children's Ground Research and Evaluation Team. 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 Services office in Melbourne.

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.

### About You

You will have demonstrated experience in high-quality data extraction and quality and assurance with the ability of establishing data quality and integrity processes within data systems. You will also have a solid understanding and commitment to safe and secure data management practices. You will need to demonstrate a high level of attention to detail and have excellent written and verbal communication skills. The ability to plan, organise and prioritise your workload around importance and timelines will be critical to your success.



As we work in an Essential Services area and with vulnerable communities there is a requirement to be fully vaccinated against COVID-19 to work at Children's Ground.

**We invite you to walk with us on this unique journey...**

Your application should include a covering letter with a response to each of the key selection criteria contained in the position description, along with your resume.

To apply, please email us at [jobs@childrensground.org.au](mailto:jobs@childrensground.org.au)

Applications to be received by **COB Monday 28<sup>th</sup> March 2022.**

***In line with our workforce development strategy, Children's Ground strongly encourages and supports Aboriginal and Torres Strait Islander applicants to apply.***