



Data & Evaluation Officer

Position Title:	Data & Evaluation Officer
Location:	Based in Darwin, with travel to remote communities in West Arnhem and potential travel to Alice Springs and other areas within Australia as needed
Tenure:	Part-time (0.4 EFT) 15 hours a week, to be worked Tuesday to Thursday Initial 12-month contract (further contracts will be subject to funding)
Classification:	SCHCADS Modern Award Level 4, \$77,045 - \$83,804 (depending on qualifications and experience)

Position Summary

The Data & Evaluation Officer will be responsible for supporting the implementation of Children's Ground's data collection system, local processes, quality assurance and control, with oversight and support from the M&E Manager. This includes supporting staff in achieving high quality data collection and undertaking regular data quality checks

The focus of our monitoring and evaluation is to evidence the impact of the Children's Ground Approach and system. Key to this is the data collected as part of our longitudinal evaluation of impact.

Key to the role will be extracting standard and targeted data reports (in partnership with Data Officer) for communities, teams and the region, and working with each to interpret and reflect on their data, including data quality.

Children's Ground is committed to community led practice that privileges First Nations culture. All First Nations and Western staff have data collection roles and responsibilities. Working with all staff, this role will support the continued culture of locally relevant and robust monitoring and evaluation.

Key Relationships

Reports to:	Monitoring & Evaluation Manager
Key internal liaison:	Director, Research and Evaluation Data Officer (works across Children's Ground in data reporting role) First Nations leaders, local community researchers and families Top End staff Top End Regional Director, Area heads and staff Central Australia Research & Evaluation team
Key external liaison:	Local services, evaluation and research partners as needed

Key Responsibilities

The core responsibilities of this role focus on working with teams and communities to maintain high quality data collection and ensuring regular access to data for staff, families and reports.

1. Maintaining high-quality data systems and quality assurance processes

- Weekly monitoring the quality of staff data entry
- Undertake regular quality checks of the data system - ensuring quality, compliance and technical needs and standards are met for data collection, entry and reporting.
- Weekly checking of I-Pads to ensure they are synced to data system and data entry is complete
- Weekly follow-ups with staff to ensure all data entry is complete each week
- Ensure data entry is complete and high-quality within one week at the end of each quarter – for funding report purposes
- Identify and share gaps in data quality for continuous improvement

2. Working with First Nations and Western staff in data collection

- Supporting staff to achieve high quality data entry via the Children’s Ground App. Including working with and train staff in data entry – in groups and with individuals
- Support relevant staff with transition to new data system (for governance, enterprise, training)
- Induct all new staff into data entry and interpretation – meeting regularly with new staff over the first month of their employment
- Regular reminders that all staff are responsible for Family Health & Wellbeing promotion and support and data entry
- Document staff queries and desired changes to data app and system to identify process and support improvements - for continuous improvement
- Work with First Nation R&E staff to enfranchise them in data collection, quality, reporting and communication

3. Data reports and sharing with staff and communities

- Working in partnership with the Data Officer to extract data outputs for monitoring quality, staff/community teams data reporting and practice reflection, and funding and organisational reports
- Regularly sit with teams, staff and communities to understand their data needs and support their interpretation of the data: At least monthly with teams and at least quarterly for each community
- Regularly reflect on data reporting and sharing processes ensure ongoing quality improvement.
- Engage in peer mentoring – learning from First Nations staff and sharing your knowledge with First Nations staff (and all staff).

4. Evaluation reporting and other relevant tasks

- Contribute high-quality data to progress and evaluation reports.
- Work with the M&E Manager and First Nations staff, leaders and communities to analyse data
- Contribute to quarterly reports describing progress, achievements and any challenges in data systems.
- Other monitoring, evaluation and research tasks as needed by M&E Manager or R&E Director.

5. Local community agency and respect for local cultural knowledge and life

- Encourage and support all First Nations families, valuing their ideas, strategies and aspirations.
- Work with the M&E Manager to, where appropriate, meet with local First Nations people and elders to discuss content to inform monitoring, evaluation and research and ensure our approaches do not undermine and actively promote local cultural knowledge and practice.

6. Relationships

- Actively engage as a member of the Children's Ground wide R&E team
- Develop professional, trusting and respectful relationships with people in the region.
- 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.

7. Contribute to Children's Ground:

- Be a positive, innovative and active member of the Children's Ground team.
- 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.
- Undertake other tasks as requested to support the Director of Research & Evaluation, any external evaluators/contractors and staff in communities for delivery of Children's Ground.

Work Health and Safety

This role will require working regularly in outdoor conditions, sitting, standing and moving around in outdoor settings, including getting in and out of motor vehicles and remote location work.

Key Selection Criteria

Essential skills and experience

- Relevant degree/qualification or relevant professional experience in data system management
- Demonstrated experience in data system management and in applying data quality and integrity processes and checks for continuous quality improvement
- Knowledge and skills in using Microsoft Word, Excel and Access
- Experience communicating data to various community and service stakeholders
- Experience working alongside First Nations communities
- Excellent verbal and written communication skills
- Ability to plan, organise and prioritise workload around importance and project timelines
- Ability to work cooperatively and collaboratively as a member of the team, and to work autonomously
- Current Driver's Licence
- Willingness to undergo a National Police Check and obtain an NT OCHRE Working with Children Check

Desirable skills and experience

- An understanding of First Nations data sovereignty
- Experience in undertaking evaluation or research with First Nations communities
- Experience working in a start-up environment, implementing processes and systems from scratch
- Experience in the community services sector

Personal attributes

- Self-starter who thrives in an environment that is fast paced, innovative and complex
- An interest in working with children of all ages and their families
- Proactive and can work autonomously, as well as part of a team
- Creative and embracing of a culturally diverse workforce
- Passionate about social justice and empowerment
- Highly collaborative
- Innovative and thinks creatively about problem resolution
- Focussed on achieving excellence