



Data Systems & Analysis Coordinator

Position Title:	Data Systems & Analysis Coordinator
Location:	Alice Springs, with potential travel to Darwin, Melbourne and remote locations as required
Reports to:	Head of Research & Evaluation, Central Australia
Tenure:	Full-time, fixed term 12-month contract (0.8 FTE can be negotiated)
Classification:	SCHCADS Modern Award Level 6-7 (depending on skills and experience)

Background

Children's Ground is a First Nations organisation. We are committed to systems change to ensure dignity, justice and equity for all children and families. Our work focuses on national reform as well as evidencing a new way of working. The Children's Ground Approach is a whole of community, whole of life approach, designed by First Nations people. We partner with a community over the course of a generation, led by local expertise, vision and intelligence. Together, we create and deliver an integrated system that is centred on learning, development and wellbeing that responds to the child and their family through the key transition points from pre-birth to young adulthood. Our approach recognises the cultural, social and economic strength of communities and builds on this to equip children for opportunities locally, nationally and globally.

We celebrate First Nations children and families and back their vision and talent to transform their communities from extreme stress and economic disadvantage to communities of opportunity and wellbeing.

Children's Ground operates in Central Australia and across the Top End, with support provided by a Melbourne-based Shared Services team.

Position Summary

We have been enhancing our administrative activity and participation data system to become a Family Information System. This position will continue this work with a focus on the following four core elements:

1. System Administrator of Children's Ground's Family Information System (FIS), including contributing to data system training. This will be overseen by and with support of the Head of Research & Evaluation (R&E).
2. Coordination of system development, working closely with IT contractor to progress FIS upgrades, enhancements and major releases. This includes developing systems documentation and testing.
3. Analyse Children's Ground data to identify trends and generate insights for the R&E team, staff, communities and the organisation. This will include sharing data findings with First Nations and non-First Nations staff and First Nations community members and working with people to use their data in planning.
4. Contribute to regular data report for senior managers (Directors, Heads), teams (Learning, Health, etc) and First Nations Governance (Regional and Community)

Key Relationships

Line management by:	Head of Research & Evaluation
Key Internal liaisons:	Director Research & Evaluation, Directors and Area heads in all CG regions Staff in Central Australia and Top End regions IT Coordinator
Key External liaisons:	IT consultant and other stakeholders as needed

Key Responsibilities

This role focuses on the coordination and administration of Children's Ground's Family Information System, analysing Children's Ground data sets and extracting regular data reports.

1. Coordination and administration of Children's Ground's Family Information System

- Coordinate and administer the FIS on a daily basis, with support from the Head of R&E as needed.
- Work with R&E team and regional leadership to roll out FIS training and monitoring strategy.
- Work closely with IT contractor to lead the coordination of ongoing FIS development, including app development, staff reporting functions and responding to staff user experiences of FIS.
- Contribute to the planning and development of FIS phase three, establishing family access to their own data.
- Work with the Head of R&E and team and staff to develop information and training resources for the FIS, such as one-pagers, videos, online courses, etc.
- Work with the Head of R&E to share responsibility for undertaking weekly data quality checks.
- With the Head of R&E (and other relevant R&E staff) contribute to supporting Regional Directors and Area Heads to:
 - Embed data system knowledge, data quality and integrity check responsibilities and staff data entry support roles.
 - Train regional delivery staff in FIS, including holding responsibility for maintain log of each staff members engagement in FIS training.
- Contribute to writing data and system policies and protocols
- Contribute to communicating data and system policies and protocols with staff
- Work with and support an expanding data team in the regions and Share Office

2. Analysis of Children's Ground data sets

- Undertake analysis of Children's Ground's data sets for the R&E team, staff, communities and the organisation.
- Work with the Head of R&E and team to present analysis and insights to regional staff, communities, organisational leaders and relevant stakeholders.

3. Extract and share regular data reports

- Maintain a quarterly data snapshot of data extracted as the source of truth.

- Extract quarterly data reports for senior leadership in regions (Directors/Heads), staff teams, communities, regions, Shared Office and the CEO.
- Share data with First Nations Governance, staff teams and communities and support groups to use the data to inform delivery planning across all areas of the CG Approach.
- With the Head of R&E (and other relevant R&E staff) extract data for funding reports.
- With the Head of R&E (and other relevant R&E staff) respond to data requests from staff, communities and senior leaders.

4. Contribute to R&E team priorities

- Contribute to Research & Evaluation team strategic and operational planning.
- Contribute to quarterly reports to Director R&E about achievements and challenges, and to other reporting to senior management as required.
- Support research and evaluation work as needed
- Other tasks as identified by regional and R&E senior management.

5. 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.

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

1. Relevant degree/qualification and professional experience in project management, including coordinating data systems development and administration
2. Experience with analysing large data sets, preferably including a working knowledge of specialist statistical packages
3. Demonstrated experience working with communities (preferably First Nations communities) to share data and support people to use data to inform delivery planning.
4. Advanced knowledge of project management disciplines and software applications
5. Demonstrated experience in implementation of data systems and quality assurance processes
6. Demonstrated experience in undertaking or training people in high-quality data entry
7. Excellent attention to detail
8. Ability to plan, organise and prioritise workload around importance and timelines
9. Ability to work collaboratively as a member of the team and demonstrated ability to work independently and autonomously
10. Excellent communication skills; verbal and written
11. Willingness to undergo a National Police Check and obtain an NT OCHRE Working with Children Check

Desirable

1. Working knowledge of Access
2. Advanced Microsoft Excel skills including SQL
3. Experience in working with First Nations communities
4. An understanding of First Nations evaluation and data sovereignty
5. An interest in working with children of all ages and their families
6. Current valid drivers license.
7. Experience working in a start-up environment and implementation of processes and systems from scratch

Personal attributes

- Self-starter who thrives in an environment that is fast paced, innovative, complex and thinks systemically
- 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