



Data and Reporting Analyst

EMPLOYMENT STATUSES			
Status	Part time	Award	As per contract
Hours per week	22.8 hrs per week	Classification	As per contract
Length of Term	24mths Fixed Term	Salary	\$80,000 - \$85,000 pro rata (depending on qualifications)
Reports to	Executive Director	Additional Benefits	Access to Salary Packaging
Secondary Report	Strategic projects & policy advisor	PD Review Date	12 months (22.09.2021)

ORGANISATIONAL CONTEXT	
	<p>The Bendigo & District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) and represented nationally through NACCHO (National Aboriginal Community Controlled Health Organisation).</p>
<p>BDAC was founded to represent and provide services to the Dja Dja Wurrung community (Jaara people) and Aboriginal residents living in the Dja Dja Wurrung boundaries. BDAC has a responsibility to ensure growth of services, development of our Aboriginal community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing employment and career pathways for Aboriginal people.</p>	

LOCAL WORK ENVIRONMENT
<p>Bendigo and District Aboriginal Co-operative provides a range of specialist services for clients based primarily in the Dja Dja Wurrung including Health and Wellbeing services, Family and Community Services and Corporate services.</p>

POSITION OBJECTIVE
<p>The Data and Reporting Analyst will support the BDAC CEO, executive and leadership team, through the analysis of varied forms of data and information and reporting, which will assist informed decision making about programs and services, improve efficiency, contribute to reporting and support the achievement of BDAC's strategic plan and goals.</p> <p>The Data and Reporting Analyst will organise, interpret, structure and present the data into useful information that provides context for the data. This context will then be used by BDAC decision-makers to take action with the aim of enhancing service delivery and improving outcomes for our community.</p> <p>To do this role effectively, the Data and Reporting Analyst will need to:</p> <ul style="list-style-type: none"> • understand BDAC's direction and objectives • explore the meaning behind the numbers and figures in data • analyse the causes of certain issues based on data findings

- present insights using easy-to-understand language and graphics
- contribute to organisational decision-making by providing reports based on BDAC data and wider evidence.
- understand and support data sovereignty, as it relates to Aboriginal and Torres Strait Islander peoples

BDAC'S VISION AND CORE VALUES

"Empowered generations belonging to strong families, culture and community"

<u>LEAD</u>	We are committed to lead as an individual, team and organisation in order to achieve positive health and wellbeing outcomes for our community.
<u>OPENNESS</u>	We will be accountable and remain transparent in the delivery of our service to clients, visitors and staff.
<u>RESPECT</u>	We treat one another with honesty, integrity, respect and value everyone's opinion and feedback.
<u>EXCELLENCE</u>	We strive for excellence in our programs and services so that we can support positive health and wellbeing outcomes for our community.

KEY POSITION RESPONSIBILITIES

Primary Responsibilities	<p>The Data and Reporting Analyst will contribute to supporting the effective use of Aboriginal and Torres Strait Islander service data as collected at BDAC. You will be responsible for a variety of reporting and data analysis activity and contribute to the development of key business intelligence processes that further support the utilisation of data within BDAC.</p> <p>Specifically, you will be required to:</p> <ul style="list-style-type: none"> • Extract data quantitative and qualitative from multiple sources and consolidate for reporting or further analysis • Convert data into usable information that is easy to understand and develop reports and presentations to communicate analytic insights. • Maintain a consultative and flexible engagement with stakeholders across BDAC around existing and ongoing data and reporting requests, and external stakeholders such as VACCHO • Provide input to the development of data quality metrics and key performance indicators across BDAC • Design, develop and maintain a wide variety of user-friendly dashboards, data visualisations and reports that provide insight into the data meaning
Administration & Compliance	<ul style="list-style-type: none"> • Model and abide by BDAC Values, Code of Conduct and Policy and Procedures; • Participate actively in and facilitate supervision and professional development activities; • Ensure that you participate in team meetings, staff meetings and other community activities as requested; • Ensure that you adhere to legislative requirements; • Ensure that you report any risks identified immediately to your line manager;

- Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures;
- Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures;
- Participate in Continuous Quality Improvement (CQI) activities.

COMMITMENT TO SAFETY

- All children have the right to be children and live free of abuse and neglect, so they can grow, learn and develop. Everyone within BDAC is responsible for ensuring a culture of child safety; preventing child abuse and abiding by the Child Safety Principles;
- BDAC is committed to the health and wellbeing of its employees and stakeholders;
- BDAC has a zero tolerance to all forms of violence.

KEY SELECTION CRITERIA

- A sound knowledge and understanding of Aboriginal Communities, with a comprehensive understanding of the social and health issues impacting the lives of Aboriginal and Torres Strait Islander people, and a strong commitment to improving health outcomes.
- Relevant tertiary qualifications and/or relevant work experience in health informatics, statistics, epidemiology, data science or public health
- Strong analytical skills and experience with large and diverse data sets; both quantitative and qualitative
- Knowledge of data management standards and privacy
- Demonstrated experience in the acquisition, analysis, interpretation and reporting of health and social care data, while ensuring quality and accuracy of data.
- Highly competent computer skills with the willingness to develop competence in new technologies and software packages
- Well-developed written and verbal communication skills including the ability to convey technical concepts to a non-technical audience, and to collaborate effectively with a diverse range of internal and external stakeholders
- Ability to support a continuous improvement model for achieving outcomes

Preferred Education, Training and/or Competencies

- Previous experience working with Aboriginal and Torres Strait Islander people and /or communities
- Knowledge and understanding of trends, developments, and issues, and clinical information systems in primary health care, particularly related to health data, the Medicare Benefits Schedule, National Key Performance Indicators, Practice Incentive Payment initiatives and Best Practice (clinical information system).
- Knowledge of various forms of family and community services data.
- Competency in dashboard reporting

CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check;
- Must pass & provide copy of Working with Children's Check;
- Must hold current full Victorian Drivers Licence and provide a copy;
- If the position is for a role specifically to provide disability services (or work that involves regular direct contact with or access to a person with a disability), BDAC will check the prospective employee against the Disability Worker Exclusion List.

EMPLOYEE STATEMENT

I have read, understood and accepted the above position description of the Data and Reporting Analyst.

EMPLOYEE NAME:

SIGNATURE:

DATE:/...../.....