



<b>Position Title:</b>	Data Hygiene Assistant
<b>Reporting to:</b>	Data Management Senior Analyst
<b>Team/Department:</b>	Data Insights and Analytics
<b>Location:</b>	Based in any Action Centre. The role may involve international/ interstate/regional travel as required.
<b>Hours:</b>	75 hours per fortnight
<b>Grade:</b>	Level 1
<b>Effective Date:</b>	1 October 2020
<b>Position Overview:</b>	The Data Hygiene Assistant is responsible for improving the quality of Amnesty International (AI) Australia's data. The main project is the deduplication of records in our Supporter Relationship Management (SRM) System
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"><li>• Responsible for undertaking the deduplication process to remove duplicate records from our SRM.</li><li>• Undertakes data hygiene clean up tasks using established processes</li><li>• Provides other data services as required by the organisation, including importing and exporting data as required</li><li>• Supporting the documentation of processes including consistent storage of guides and other support materials.</li><li>• Support the Data Governance Group, and provide input and suggestions to help improve AI Australia's data governance standards</li><li>• Performing the role to a high standard within agreed timelines, and in line with AI Australia's vision</li><li>• Other tasks within your skills and competence as required</li></ul>
<b>Essential Qualifications, Skills and Experience:</b>	<ul style="list-style-type: none"><li>• High level communication &amp; interpersonal skills - EI - (written, face to face, telephone, social media)</li><li>• Strong attention to detail.</li><li>• Experience with Customer Relationship Management tools (experience with BCCRM will be especially welcome)</li><li>• Experience with GSuite and Microsoft Office especially Excel.</li><li>• Experience with Atlassian Jira and Confluence would be desirable.</li><li>• Familiarity with human rights issues and social change methods and tactics, including experience of mass mobilisation, activism and organising techniques</li><li>• Demonstrated experience in or commitment to working with rights holders</li></ul>
<b>Key Relationships</b>	<ul style="list-style-type: none"><li>• Fundraising</li></ul>



- Impact
- Movement
- Operations

**How we work:**

In meeting the responsibilities set out in this Position Description, all AI Australia staff are expected to:

- Facilitate, empower and enable the active participation of rights holders
- Be a positive advocate for Amnesty and our work, demonstrating our values of Empowerment, Integrity, Persistence and Courage
- Demonstrate emotional intelligence and a commitment to excellence in your interactions with colleagues, supporters, stakeholders and members of the public
- Always act in the interest of members and supporters
- Work with and empower volunteers, activists and members
- Supporting the general on-site functioning of the Action Centres
- Implement the principles of Equal Employment Opportunity and actively contribute to growing a more diverse and inclusive Amnesty
- Understand your Work Health and Safety (WHS) responsibilities and ensure the health, safety and wellbeing of yourself and others at work
- Contribute to the quality and hygiene of organisational data and protect privacy
- Produce and deliver communications that are relevant to the role, using a variety of communications channels and technologies
- Develop understanding of human rights issues and social change methods and tactics, including experience of mass mobilisation, activism, organising, fundraising and campaigning techniques

**About Amnesty International Australia**

We are an independent, global movement that campaigns courageously for human rights for everyone.

We're ordinary people from all walks of life, using our passion and commitment to bring torturers to justice, change oppressive laws and free people imprisoned just for voicing their opinion.

We're independent of any government, political ideology, economic interest or religion to ensure we can speak out on human rights abuses wherever they occur.

We stand for equality, justice, freedom, and human dignity and uphold these values:

- **Empowerment** – we build people power
- **Persistence** – we are resolute in pursuit of our goals
- **Integrity** – we hold ourselves to the highest standards
- **Courage** – we are fearless in upholding human rights

Every day we move closer to a world where human rights are enjoyed by all.

**Acceptance**

Name: \_\_\_\_\_



Signature:

---

---

Date:

---

