

JOB DESCRIPTION

Position Title:	Data Analyst
Position Type:	Full time or Part time, Ongoing
Location:	Deakin, ACT
Reporting Relationship:	Senior Data Analyst
Position Classification:	The position is classified at Band D in accordance with the RACR Enterprise Agreement
Remuneration:	\$84,242.14 to \$87,176.86 plus superannuation for the full-time role and PBI benefits
Reviewed:	24 November 2020

Roles and Responsibilities:

The work of the Data Analyst is integral to RACR. The position helps ensure that management and staff have the information and analysis they need to make the decisions that best serve their clients and the community.

The Data Analyst will assist the Senior Data Analyst in obtaining and interpreting data to meet reporting requirements for new and existing contracts, monitor trends in performance, and undertake analysis projects which contribute to RACR's understanding of its clients and services.

The Data Analyst is a technical role. The position will use R /SQL and Tableau to extract, transform, analyse and report on client and management data held within the Client Management (Athena Penelope) and other systems. They will gain detailed knowledge of the Penelope database and be one of the data experts for the organisation.

The Data Analyst sits within the Contract Accountability team and will report to the Senior Data Analyst. Under the supervision of the Senior Data Analyst they will also work closely with Contract Accountability team, ICT, Research and Evaluation team to deliver information and insight when and where it is needed.

Duties:

Under the supervision of the Senior Data Analyst the Data Analyst is required to:

- Produce and maintain automated reporting for management and the organisation using R and/or SQL and Tableau;
- Use analytic expertise to provide ad-hoc and project analysis for business management and research and evaluation as required;
- Build and maintain sound overall knowledge of the Penelope Athena database and other systems;
- Become one of the data experts within the organisation and assist non-technical staff in the use of reports and analysis in their daily business decisions;
- Monitor RACR's management data for data quality and completeness.
- Commit to continued improvement in efficiency and quality of output;

- Help deliver analytic projects within time, resourcing and budget constraints;
- Participate in the development, implementation and maintenance of a safe and healthy workplace and take reasonable care to ensure health and safety of themselves and others; and
- Other duties as directed by supervisor.

Selection Criteria:

Essential:

1. Tertiary qualifications in science, technology, engineering and mathematics (STEM) degree, or Social Science degree with strong analytic component.
2. Experience in extracting and analysing data contained in an information management system using R (preferable), Python, SQL, SAS, Stata or other. Must be comfortable coding and using large datasets.
3. Experience using a mainstream reporting tool like Tableau or Microsoft Power BI to create reports and dashboards.
4. Demonstrated experience in preparing performance and ad hoc reports and analyses to inform the business decisions of the organisation.
5. Demonstrated ability and willingness to quickly learn new technologies as required
6. High level interpersonal skills, with an ability to liaise with both internal and external users from a variety of cultural backgrounds.

Desirable:

1. Experience in working for a not-for-profit organisation within the community services sector and/or an understanding of social services or health program data.
2. Experience in interpreting and communicating technical information and issues to service delivery staff in plain English.

Special Requirements:

- Current driver's licence.
- Capacity to work outside of normal business hours to support RACR service as required.
- Commitment to the mission and values of RACR.
- Understand and embed restorative principles in their work and interaction with others.
- Must provide current proof of registration or obtain registration for the "ACT Working with Vulnerable People Check".

Contact Person:

For further information about the position or application process, please contact the Senior Data Analyst on 02 6122 7179 or email careers@racr.org.au .