

Position Description

Data Analyst

Organisational Context

Domestic Violence Victoria (DV Vic) is the peak body for specialist family violence response services for victims-survivors in Victoria. We are an independent, non-government organisation.

To achieve this, we:

- advocate and provide advice to government with and on behalf of our members
- lead innovation and influence policy, legislation and community attitudes
- work with our members to strengthen specialist family violence practice and build the capacity of human services
- work respectfully and collaboratively with all our partners.

Our work is informed by the experiences of adult and child victim survivors impacted by family violence.

DV Vic is committed to the core values of equality, integrity and respect. Our values are reflected in the way we work and engage with others including our members, colleagues, and government.

Read our Strategic Plan 2016-2020 for more information about what we do and where we're headed.

Diversity and Inclusion

Domestic Violence Victoria is committed to providing flexible and accessible working arrangements for all. This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender and gender diverse, intersex or queer. We recognise the strength and value in diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

Role Context

The PDU supports Specialist Family Violence Services (SFVS) in Victoria to consistently provide accessible, high quality as well to advocate effectively on behalf of victim-survivors on an individual and structural level. We achieve this by:

- Working with the SFVS sector to set the standards of practice and articulate the rationale for practice in specialist services.
- Promoting consistent, evidence-based and innovative practice and program design in the specialist family violence service sector, including stand-alone services, multi-agency or multi-disciplinary settings or programs, or specialist practitioners working in non-specialist settings.
- Developing, reviewing and supporting the implementation of professional practice and program design in the specialist family violence service sector
- Developing continuous improvement processes and supporting specialist family violence services to utilise these.
- Building the capacity of the specialist family violence service sector to provide advice and expertise and to positively influence non-specialist responses to family violence.

Organisational Values

Respect, Equality, Integrity.

Position Specifications

Role title:	Data Analyst (PDU)		
Located:	Flexible (remote working possible, with regular travel to Melbourne CBD)	Classification Level / Award:	DV Vic level 5 As per DV Vic Enterprise Agreement 2017
Employment Period:	6- month contract (inclusive of three-month probation)	Remuneration:	\$41.57 per hour (\$82,132 per annum) Salary sacrificing arrangements are offered within Australian Taxation Office guidelines
Reporting structure:	The Data Analyst will report to the Senior Practice Development Advisor		
Hours and basis of employment:	1.0 FTE (38 hours per week) as per the DV Vic Enterprise Agreement 2017 to work within office hours of 7.00am to 7.00pm, Monday to Friday. DV Vic is committed to flexible working arrangements.		

Position Statement

The Data Analyst will work to scope, develop and execute data collation and analysis that:

- Builds the capacity of the PDU and DV Vic to provide targeted and effective support to SFVS in the areas of practice development and service model design;
- Informs the methodology used by the PDU to develop practice in the sector;
- Demonstrates the impact of the work undertaken by the PDU.

The Data Analyst will have critical strategic relationships with the team at DV Vic, particularly the PDU and Policy Unit teams, and the Domestic Violence Resource Centre Victoria (DVRCV). They will work closely with the Practice Architecture Group from the PDU which has oversight of the implementation of key practice frameworks in the SFVS sector.

Position Responsibilities

- Work with the Practice Architecture Group, and the PDU team more broadly, to scope and document the relevant and available datasets for the specialist family violence response sector (e.g. data dashboards)
- Work with the DV Vic team to identify gaps and opportunities to collect data internally to demonstrate the impact of our work
- Drive a quantitative and qualitative review of the Communities of Practice and other internal work to be concluded within the term of the role
- Create opportunities for data capability upskilling across DV Vic
- Determine and document project activities that have been discussed with the PDU team and endorsed by your line manager
- Develop a project plan that includes key project timelines, milestones, deliverables and evaluation
- Identify, collect, clean, analyse, report and store data as agreed
- Perform any other duties as required and requested from time to time

Key Selection Criteria

Essential

- A relevant tertiary qualification or equivalent experience
- Data capability, including:
 - identification of existing datasets,
 - collation of available data,
 - cleaning and analysis of data gathered,
 - reporting to different audiences, and
 - clear and safe data storage
- Cost-benefit analysis capability
- Demonstrable project management skills including project development, implementation, resource management and evaluation.
- Sound communication skills and the ability to work collaboratively.

Desirable

- Data linkage capability across different datasets
- Experience in program evaluation from a qualitative and quantitative perspective
- An understanding of intersectional feminism and its application to family violence practice.
- An understanding of the role of specialist family violence services.
- An understanding of the work of a community sector peak body.