

Position Description

Position details

Position Title:	Data Engineer	Reports to:	Health Information Manager
Team:	Health Information Management	Location:	Brunswick
Group:	Corporate Services	Hours:	0.8 to 1.0 EFT
Classification:	Level 6	Status:	12-month fixed term contract

The Organisation

The Victorian Foundation for Survivors of Torture Inc. (VFST), also known as Foundation House, provides services to advance the health, wellbeing and human rights of people from refugee backgrounds who have experienced torture or other traumatic events.

Established in Melbourne in 1987, Foundation House is non-denominational, politically neutral and non-aligned. It is constituted as a not-for-profit organisation managed by an elected Board of Management and is funded by the Commonwealth and Victorian Governments, philanthropic organisations and donations from private individuals.

Foundation House is a state-wide agency offering services in metropolitan, regional and rural areas. Offices are in Brunswick (head office), Dallas, Dandenong, Ringwood and Sunshine. Services are also provided in partnership with other agencies outside of the metro area. With approximately 200 staff the organisation:

- Delivers services to clients in the form of counselling, advocacy, family support, group work and complementary therapies
- Works with client communities and the sectors they interact with
- Provides professional and organisational development to internal and external stakeholders
- Advocates to governments for improvements to policies and programs
- Conducts and contributes to research.

Working in partnership with thousands of clients, their families and communities a year, an integrated trauma recovery service model guides the agency under an organisational structure which is comprised of the following areas:

- Direct (Client) Services
- Community Capacity Building
- Practice and Sector Development
- Corporate Services.

Vision

A world without torture and where communities respect, embrace and empower people from refugee backgrounds to thrive.

Purpose

To be a leader in delivering specialist trauma-focussed services that work with the strengths and resilience of refugees, their families and communities to rebuild lives shattered by torture and other traumatic events.



Position Description

Child and Family Safe

Foundation House is committed to promoting and protecting the interests and safety of children and actively plays a part in combating family violence; this is reflected in our organisational policies, protocols and staff development.

Organisational Area Summary

Corporate Services aim to ensure the best people, resources, systems, processes, infrastructure, organisational structure and culture are in place to achieve success. Corporate Services supports the work of the organisation through excellence in Executive Services (Communications, Head Office Administration, CEO's Office), Finance, Human Resources (HR), Information Management, Information Technology and Quality Improvement. All members of the Corporate Services Group work collaboratively and constructively to provide productive and high-quality services to the agency.

Position Summary

This position sits in the Information Management team (IM). The IM team is primarily responsible for client health record management and ensures compliance with legislative requirements as well as internal policies concerning the collection, storage, organisation and release of client information.

IM provides expertise in extracting, analysing and presenting client data to facilitate and support evidence-based decision-making. They manage, maintain and continually improve Foundation House's client information system and a suite of accompanying reporting tools while also supporting and training users. Over the next 12 months, the IM team will support migration to a new client information system and this role will actively support this process.

The Data Engineer will work with the Health Information Manager to deliver reports according to external and internal data reporting requirements via solution design, data modelling and liaison with relevant Foundation House personnel.

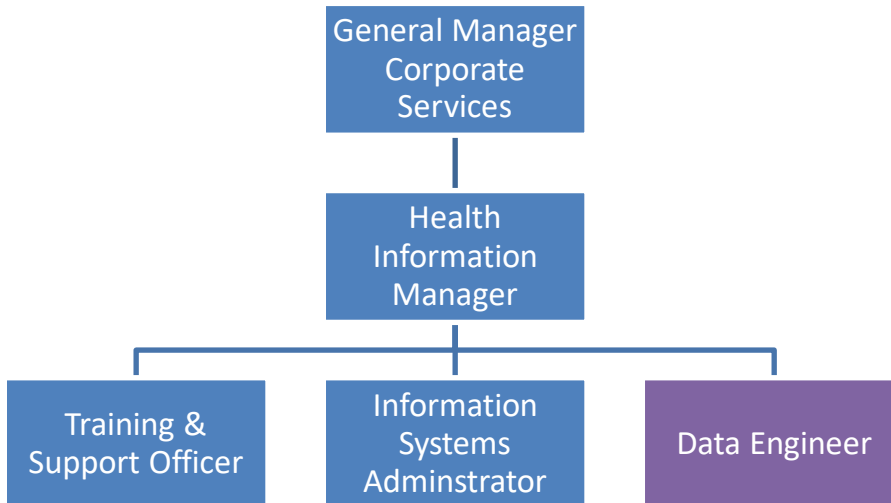
The data platform has been established with foundational components in Azure Synapse Analytics. The Data Engineer will be responsible for designing appropriate data models and transforming data from source systems. Technology and techniques used include Synapse Pipelines, GitHub, Python Notebooks, Delta Lake, Data Vault, SQL Serverless and T-SQL.

Scope & Dimensions:

Budget: Nil
Number of staff: Nil

Position Description

Reporting lines:



Key Responsibilities

Key Responsibility
<p>Data Modelling</p> <ul style="list-style-type: none"> Designing data models using appropriate methodology for each use case (e.g., relational, data vault, data mart, dimensional) Documenting source to target mapping from raw data to appropriate data model and new client information system
<p>Data Transformation</p> <ul style="list-style-type: none"> Developing pipelines and notebooks using appropriate tools to transform data from source to target model Testing and productionising data transformation code
<p>Reporting</p> <ul style="list-style-type: none"> Support internal and external reporting processes by developing queries over raw and transformed data Extract data for reporting using ad hoc SQL and Power BI
<p>Documentation & Administration</p> <ul style="list-style-type: none"> Documenting all solutions developed Maintaining administrative requirements in accordance with required agency standards in a timely and efficient manner Documenting new processes or changes pertaining to this position as required. Maintain files and records as required for compliance purposes
<p>Team contribution</p> <ul style="list-style-type: none"> Undertake, as required, a range of tasks or project activities that contribute to the achievement of the IM team goals. Participate in relevant team and Foundation House meetings.
<p>Personal</p>

Position Description

- Be a highly collaborative team player willing to share ideas and receive feedback respectfully at all times
- Participate in Foundation House's staff development and review plan process
- Work to an annual work plan
- Be an active participant in team meetings to maximise contribution to the work of the team
- Participate in identifying quality improvement initiatives and strategies
- Attend and participate in all training opportunities identified for the role.
-

Additional

- Undertake reasonable travel following the duties of this position
- Perform any other duties as directed by the organisation within the scope of the classification
- Perform all other reasonable duties as directed by the GM Corporate Services and the CEO

Health & Safety

Actively contribute to health and safety at Foundation House by being aware of safety policies and procedures and consciously applying these every day to ensure the health and safety of our workplace.

Child and family safety

Actively contribute to upholding Child Safe Standards and measures to combat family violence by being aware of applicable policies and procedures and applying these when relevant.

Personal Qualities

The Data Engineer is a highly collaborative team player, with the ability to pick up new skills rapidly. They will deliver technical solutions under guidance from senior staff as well as having sufficient expertise and experience to work autonomously on technical tasks. They must work with others in a collaborative manner and deliver high levels of customer service. They will have excellent attention to detail and accuracy and be able to prioritise and manage their own time. They will be keen to support and assist staff members in their work and have a values alignment with those of Foundation House.

Selection Criteria

Qualifications:

Relevant tertiary qualifications or equivalent work experience.

Skills and knowledge

Essential

- High level SQL skills and proven experience in writing, understanding and optimising complex queries
- Proven experience in at least two different data modelling methods (e.g. relational, data vault, data mart, dimensional)
- Experience in ETL/ELT solutions
- Experience with at least one data engineering development stack such as Azure Synapse, Azure Data Factory, Data Bricks, Python, SQL Server, SSIS
- Demonstrated understanding of compliance and privacy regulations around health data
- Excellent verbal and written communication skills; high level interpersonal and liaison skills
- The ability to collaborate closely within a small team as well as semi-autonomously.



Position Description

Desirable

- Experience with a client information or medical case management system
- Previous experience working at a not-for-profit organisation and/or in the counselling or healthcare sector
- Experience using data analytics software, such as Tableau, Power BI, etc
- Experience implementing Data Vault models
- Experience with Delta Lake tables
- Experience with source control system such as GitHub.

Prerequisites of employment

- Satisfactory police check
- Signing and abiding by the Foundation House Child Safe Code of Conduct
- Working with Children Check (WWCC)
- Current Victorian driver's licence is desirable
- The right to live and work in Australia.

This position is in accordance with the Victorian Foundation for the Survivors of Torture Enterprise Agreement.

Approval and Acknowledgement

Date PD last reviewed:	New position description
PD Approved by:	General Manager Corporate Services
Date of approval:	14 June 2023