

Position description

Position title:	Data Visualisation Developer
Reports to:	Delivery Manager, Data Reporting
Program area:	Community Legal Information and Corporate Services (CLICS)
Location:	Melbourne
Classification:	WVR4.2 - 42IT3C
Position type:	Fixed term (12 months)

Position Summary

The Data Visualisation Developer plays a crucial role in transforming complex data into intuitive, visually compelling, and actionable insights for Victoria Legal Aid (VLA). This role is responsible for developing data products that meet user needs and ensuring that data insights are communicated effectively and clearly across the organisation. This position requires strong collaborative skills, working closely with team members, stakeholders, and delivery partners to ensure that VLA's data visualisation products are both innovative and user-friendly, catering to a diverse range of data literacy levels across the organisation.

Responsibilities

1. Develop data products that effectively communicate data insights and meet user needs through analysis, validation, testing and adhering to visual and technical standards.
2. Respond to ad-hoc data requests to support the day-to-day operations of teams across VLA, working with stakeholders to understand their requirements.
3. Monitor use and effectiveness of Data Assist and other data visualisation products by collecting stakeholder feedback and implementing necessary adjustments in response.
4. Work with a variety of stakeholders and team members to enhance and promote data use through capability uplift activities.
5. Contribute to an organisational catalogue of data and metrics definitions.
6. Contribute to data quality improvements by identifying, escalating and helping to diagnose the cause of data quality deficiencies. Ensuring that all visualisations are based on accurate and reliable data.

Essential standards and capabilities

The following standards and capabilities are **mandatory** and required to perform the duties and responsibilities of this position.

- Tertiary qualification in in Computer Science, Data Science, Information Technology, Data Design, or a related field (or equivalent professional experience in a similar role).

- Formal Certifications in BI tools such as Power BI, Tableau and Qlik (highly desired).
- Strong understanding of data visualisation design principles, including best practices for visual clarity, effective storytelling, and user experience.
- To be eligible to apply for this position you must have the right to work in Australia (i.e., be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa).
- All appointments are subject to reference checks and pre-employment misconduct screening.
 - You will be required to undertake a police check during pre-employment screening or at any point during employment with VLA.
- It is a requirement that all VLA employees reside in Victoria, or a nearby border community, and attend for office-based days at their primary work location. From time to time you will be required to travel between various office locations to deliver quality services to our clients or for professional development.

Occupational health and safety responsibilities at Victoria Legal Aid:

- All staff at VLA are expected to champion proactive and positive health and safety practices in the workplace by raising health, safety and wellbeing issues or concerns with managers and colleagues. Staff are required to observe all safe work procedures, rules and instructions, and take all reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner.

Key selection criteria

1. Proven proficiency in using data visualisation tools to create interactive and dynamic visualisations, ensuring technical excellence and innovation.
2. Demonstrated ability to effectively engage with stakeholders with unclear or evolving requirements. Proven skill in eliciting, anticipating, and suggesting needs by understanding the underlying goals and desired outcomes.
3. Demonstrated expertise in applying best practices in visual design and adhering to consistent design standards to produce clear, impactful, and user-friendly visualisations.
4. Proven ability to design data products that accommodate a range of data literacy capabilities, ensuring accessibility and usability for diverse user groups.
5. Strong collaborative skills with a proven ability to work effectively with team members, stakeholders, and delivery partners.
6. Proven ability to develop and deliver high-quality data visualisation projects, including dashboards, reports, and interactive visualisations, that demonstrate technical expertise and design capability.
7. Demonstrated written and verbal communication skills with the ability to apply 'plain language' expertise for different audiences.
8. Demonstrated experience in writing complex SQL queries for data extraction, transformation, and analysis.
9. A knowledge of the general business of VLA and a commitment to our vision and values.

Organisational context

VLA provides legal aid services to the Victorian community through our in-house practice, contracted private lawyers as well as by funding community legal centres. We have 15 offices across Victoria.

Victoria Legal Aid is a statutory authority that serves the broader community by providing information, legal advice, and education with a focus on the prevention and early resolution of legal problems. We prioritise more intensive services, such as legal advice, legal representation, non-legal advocacy, and family dispute resolution, for those who need it most.

We recognise the intersections between legal and social issues in how we do our work and advocacy. We also work to dismantle the barriers that prevent people from accessing the justice system by participating in systemic reforms and strategic advocacy.

VLA's [Strategy 26](#) outlines our strategic directions across the first four years of our [Outcomes framework 2022–30](#): an eight-year view of the difference we make for our clients, the Victorian community, our partners, and the services and systems we work with.

Our practice covers four program areas: Criminal Law, Family, Youth and Children's Law, Civil Justice and Access and Equity.

Outcomes and Evidence

The Outcomes and Evidence unit supports VLA in its management of data and digital information, as well as client and service data analysis, service reporting, evaluation, and research for VLA projects, programs, and services. Outcomes and Evidence leads the implementation of outcomes- and evidence-based practice across our organisation, including supporting work towards the VLA Outcomes Framework. There are five teams in the Outcomes and Evidence Unit:

- Portfolio and Data Strategy
- Data Intelligence
- Research and Evaluation
- Data Governance
- Digital Information and Records Management Services

Our VLA vision and values

Our vision

Our Vision is for a fair, just and inclusive society where people can get help with their legal problems and have a stronger voice in how laws and legal processes affect them.

Our purpose

To make a difference for clients and the community by helping to effectively address legal problems, supporting the coordination of a strong and dynamic legal assistance sector and working with partners to create fairer laws and systems.

Our values

Fairness

We are committed to fairness in society and to facilitating fair and equitable access to legal support.

Care

We care about our clients and the community and we approach our work with an awareness of the effects that trauma and discrimination can have. We treat each other with kindness and respect.

Courage

We approach our work with strength and confidence. We are guided by our values and what matters most to our clients and society.

Inclusion

We provide an inclusive environment for clients, staff, and referral partners.

VLA is an Equal Opportunity Employer committed to promoting a diverse and inclusive workforce

We strongly encourage people from diverse backgrounds and abilities, including First Nations Australians and refugees to apply for positions within our organisation. We will make reasonable adjustments to enable everyone to participate in our recruitment processes and to work productively and safely.

It is a key priority of VLA's [Reconciliation Action Plan](#) to support principles of self-determination by increasing First Nations Australians' employment across all areas of VLA. We recognise that our workforce can benefit greatly from the unique knowledge, skills and expertise of a diverse workforce including First Nations Australians and in achieving a culturally safe and responsive service for our clients.

VLA is a Child-Safe organisation

VLA is committed to the safety and wellbeing of children and recognises that children's rights need to be respected, their views welcomed and valued, and their concerns taken seriously. We additionally acknowledge and appreciate the diverse and unique identities and experiences of Australian First Nations children, which we respect and value.

Position Description approved by People and Workplace Services

Position Title: Senior Recruitment and Retention Consultant

Date approved: June 2026