

POSITION DESCRIPTION

General Information:	
Position Title:	Data Scientist
Incumbent:	New Role
Function & Team/Program:	Digital & Transformation
Location(s):	Sydney National Office
Manager's Position Title:	Group Manager, Data & AI
Manager's Name:	Minu Ganesh
Date Prepared:	15 May 2026
Prepared By:	Minu Ganesh
Approved By:	Scott Williams

Primary Purpose of this Position (<i>In one sentence - why does the role exist?</i>)
The Data Scientist will partner with business and operational leaders to provide an impact by leveraging data and analytical tools, strategic thinking, and hypothesis-based analysis on machine learning (ML)-based projects. The role helps to unlock the value of The Smith Family's data by translating complex information into meaningful insights, predictive models and AI-enabled solutions that drive informed decisions, innovation and organisational impact. This role applies analytics, statistical modelling, and machine learning techniques to solve complex problems, uncover trends, and enable evidence-based decision-making. The Data Scientist plays a critical role in improving data literacy, supporting innovation, and enhancing the value the organisation derives from its data assets.

Scope:	
Direct Reports to this Position	Indirect Reports
• Nil	• Nil
Financial Dimensions controlled by this Position (<i>Include key financial metrics such as revenue growth, income & expense budget, etc</i>)	
Direct control	Indirect control
• Nil	• Nil

Other Dimensions of this Position
e.g. Number of programs, site responsibility, geographic spread of team - Partners with business stakeholders across the organisation to identify opportunities where data, analytics and artificial intelligence can improve decision-making, optimise processes and enhance outcomes - Develops advanced analytical models, predictive insights and machine learning solutions to address complex business challenges and support strategic priorities. - Applies statistical, analytical and AI techniques to generate evidence-based recommendations and measure organisational performance and impact - Works with large and diverse datasets from multiple enterprise systems to uncover trends, patterns, risks and opportunities that inform operational and executive decision-making.

- Collaborates closely with Data Engineers, Business Analysts, Digital & Technology teams and business subject matter experts to ensure analytical solutions are practical, scalable and aligned to organisational needs
- Produces clear and compelling visualisations, reports and presentations that translate complex findings into actionable insights for both technical and non-technical audiences
- Contributes to the development of organisational data and AI capability through the identification, evaluation and adoption of emerging analytical methods, tools and technologies.
- Supports the responsible and ethical use of data and artificial intelligence in alignment with organisational governance, privacy and security requirements
- Influences the organisation's data maturity by promoting data literacy, analytical thinking and evidence-based decision-making practices
- May represent the organisation in cross-sector collaborations, research initiatives, vendor engagements or external forums relating to data, analytics and AI.
- Provides training or mentoring on data-driven practices where needed.

Setting Priorities (*how is work prioritised*)

How often does employee prioritise their own work? Eg. Daily, weekly, monthly, annually, other	Daily, weekly, monthly, quarterly and yearly
How often does employee determine the priorities of others? Eg. Daily, weekly, monthly, annually, other	Not Applicable

Key Relationships (*Who does the role interact with? List the titles of individuals, departments and organisations frequently interacts with*)

Internal	• Digital & Transformation Leadership • Executives, National and General Managers • Technology & Digital delivery teams • Other management, staff and volunteers
External	• External project consultants and implementers

Key Decision Making in this Role: (*What are the key decisions and recommendations made in this role?*)

Decisions Expected

- Selection of appropriate analytical methods and tools to meet project requirements.
- Design and development of data models, algorithms, and visualisations.
- Determining the most relevant data sources and preprocessing approaches for analysis.
- Prioritisation of own work based on project timelines and business impact.

Recommendations Expected

- Recommending data-driven solutions, strategies, or interventions to address business challenges or improve outcomes.
- Advising on opportunities for automation, process optimisation, or customer insight based on data analysis.
- Contributing to the design of data infrastructure and platforms to support analytics needs.
- Providing input into organisational policies and practices related to data ethics, security, and governance.

Every Team Member at The Smith Family:

- Is expected to uphold The Smith Family Values and Culture;
- Understands and complies with the Child Protection Framework;
- Takes reasonable care for the health and safety of themselves and others;
- Understands and complies with the Workplace, Health and Safety Systems;

- Reports hazards and incidents and participates in risk management as required.

Key Responsibilities / Accountabilities:		
Major Area:	Advanced Analytics Machine learning & AI Solutions	% of Job Total: 35%
Design, develop and deploy statistical, predictive and machine learning models that address organisational challenges and opportunities.		
Apply advanced analytical techniques to identify trends, risks, opportunities and drivers of business outcomes.		
Evaluate and select appropriate analytical, statistical and AI methodologies to solve complex business problems		
Develop and maintain analytical models to ensure accuracy, reliability, explainability and ongoing business value.		
Support the identification and adoption of emerging AI, machine learning and data science capabilities that improve organisational effectiveness.		
Major Area:	Data Exploration, Insight Generation & decision support	% of Job Total: 25%
Analyse large and complex datasets from multiple sources to uncover actionable insights and inform decision-making.		
Translate analytical findings into practical recommendations that support operational improvement and strategic priorities.		
Develop metrics, performance indicators and measurement frameworks to track outcomes and organisational performance.		
Major Area:	Build Data artefacts & AI Foundations	% of Job Total: 15%
Design, develop and maintain reusable data artefacts that support analytics, machine learning, artificial intelligence and automation initiatives.		
Create curated datasets, semantic models, feature stores, knowledge assets, metadata structures and other analytical assets that improve the accessibility, usability and value of organisational data.		
Partner with Data Engineers and business stakeholders to ensure data artefacts are scalable, trusted and aligned to business priorities.		
Major Area:	Stakeholder engagement & consulting	% of Job Total: 10%
Partner with stakeholders across the organisation to understand business challenges, define analytical requirements and identify opportunities for data-driven solutions.		
Facilitate workshops and discussions to refine problem statements, hypotheses and success measures.		
Act as a trusted advisor on the application of analytics, machine learning and AI to support organisational objectives.		
Major Area:	Data Governance & Quality Support	% of Job Total: 10%
Contribute to data quality improvement initiatives and support ethical use of data across the organisation.		
Contribute to the responsible, ethical and transparent use of data, analytics and artificial intelligence.		
Support monitoring of analytical models to ensure accuracy, fairness and ongoing effectiveness.		
Major Area:	Capability Building & Knowledge Sharing	% of Job Total: 5%
Support uplift of data literacy and share best practices in analytics and data science.		
Remain current with emerging trends, tools and techniques in analytics, data science, machine learning and AI		
Contribute to communities of practice, cross-functional initiatives and continuous improvement activities.		

Key Challenges in Achieving Goal(s): (What are the key challenges faced by this role in meeting goals/objectives)		
• Data Maturity Variability: Working with business units at different levels of data literacy and maturity, requiring tailored approaches to stakeholder engagement and solution design. • Data Quality & Availability: Addressing gaps in data completeness, structure, and accessibility, which may limit the ability to conduct effective analysis. • Balancing Speed and Rigor: Managing expectations for fast turnaround of insights while ensuring analytical robustness and ethical data use. • Change Management: Encouraging adoption of data-driven practices in environments where decision-making has traditionally been intuition or experience-based. • Cross-Functional Collaboration: Navigating complex stakeholder environments to align on problem definitions, success criteria, and outcomes. • Keeping Pace with Evolving Technologies: Staying up to date with emerging tools, platforms, and methodologies in a rapidly evolving data landscape.		
Qualifications, Experience and Competencies: (What background, knowledge, experience or competencies are required to perform the role at the expected level?)		
Education / Qualifications / Memberships:	Essential	Desirable
	• Bachelor's degree in Data Science (or equivalent experience), Statistics, Mathematics, Computer Science, Engineering, or a related experience	• Certification in Machine Learning or Applied Statistics. • Certification in cloud-based data platforms (e.g., Microsoft Azure, AWS, or GCP).
Experience:	Essential	Desirable
	• Minimum 3 years' experience working in a data science, analytics, or quantitative role. • Demonstrated experience applying statistical modelling or machine learning to solve real-world business problems. • Strong understanding of Machine learning concepts and frameworks • Proven experience using tools such as Python, R, SQL, or similar. • Experience working with data visualisation tools such as Power BI, Tableau, or equivalent.	• Experience in a not-for-profit, public sector, or mission-driven organisation. • Familiarity with data engineering workflows or tools (e.g., ETL pipelines, data lakes). • Exposure to AI/ML model deployment in production environments and continuously monitoring for performance, drift and bias • Experience working in agile or cross-functional product teams.
Competencies:	Essential	Desirable
	• Strong analytical and problem-solving skills. • Ability to clearly communicate complex findings to non-technical stakeholders. • High attention to detail and data quality. • Strong stakeholder management and collaboration skills. • Knowledge of data ethics, privacy and governance practices.	• Familiarity with human-centred design or product thinking approaches. • Understanding of business process improvement and automation techniques. • Ability to mentor or coach junior data or analytics professionals.