

Position Description

Data and Impact Lead

The Role

The Data and Impact Lead is responsible for ensuring the data and client record management systems at the MHLC are operating effectively, with a particular focus on supporting the collection and analysis of data across the Mental Health Legal Rights Service partnership agencies. Key responsibilities include overseeing data collection and analysis, evaluating the performance of our programs, and preparing reports that illustrate our impact using quantitative and qualitative methods. Reporting to the Director, Policy and Advocacy, the Data and Impact Lead is a team player who is able to work responsively in a fast-paced environment

Mental Health Legal Centre Overview

The Mental Health Legal Centre (MHLC) is an independent, not-for-profit, specialist legal centre in Victoria. For nearly 40 years, MHLC has delivered accessible legal services to consumers of mental health services and to people who are incarcerated. We deliver community education and advocate for systematic change that enhances the rights of people experiencing mental health issues. Our multidisciplinary team (law, paralegal, community educators and financial counselling) provide a range of innovative services in the community, in treatment facilities and in prisons. We recognise that health and legal issues do not occur in isolation, and we work in partnership with other agencies to provide integrated services that address the needs of some of the most vulnerable members of our community.

Vision

Mental health: rights, choice, agency

Purpose

MHLC aims to increase access to social and legal justice for people experiencing mental health and legal issues. A key element of social justice is that everyone is entitled to equal access to opportunities for positive health and well-being. We work within a social model of mental health, recognising that positive mental health is influenced by social factors. We provide multidisciplinary support including legal assistance, advocacy, education and financial counselling to address our clients' unmet legal and non-legal needs.

Principles that underpin our work

All our services are designed to reduce the barriers to positive mental health



About the position

The MHLC currently operates four program streams:



This position is a fixed-term, full-time position.

About you

You are a data and impact analyst with a minimum of 5 years' experience, preferably in the community and/or legal sector.

You have excellent organisational skills with an ability to keep track of multiple streams for different stakeholders.

You have :

- Strong analytical skills and proven ability to translate data into clear narratives.
- Excellent written and oral communication skills.
- Exceptional ability to manage multiple priorities, deadlines and stakeholder needs in a fast-paced environment.
- Passion for social justice.
- Master's degree in data management, public policy, statistics, or a related field, or a bachelor's degree plus 5 years or more of experience with databases and preparing reports would be highly regarded.
- Develop strong relationships with our partner organisations in the MHLRS program and with relevant key stakeholders and business support agencies across;
- Knowledge of actionstep and power BI

You will be joining an established and cohesive team that has a strong culture of collaboration and a framework of continuous improvement.

The Offer

- 1 FTE (76 hours per fortnight) fixed-term for 18 months.
- SCHADS Level 5/6 (Award salary subject to skills and experience).
- Salary packaging
- 5 weeks' annual leave (pro rata)

MHLC is an inclusive employer. Aboriginal and/or Torres Strait Islander people, members of the LGBTIQ+ and culturally diverse communities encouraged to apply.

Position Description – Data and Impact Lead

Key responsibilities

Data and Impact Lead

- Ensure data is properly collected and recorded with an emphasis on consistency, completeness, correctness, and timeliness for MHLC and all MHLRS partner agencies.
- Collaborate with MHLC leadership to design, implement and maintain data collection frameworks.
- Educate and support knowledge development of the administration team.
- Conduct quantitative analysis of our programs, cross-referencing data sets within and across our four program areas.
- Observe and report on significant trends.
- Manage access to and train staff in the safe use of our data systems.
- Develop or update data security and retention policies.
- Support the development and oversight of frameworks for measuring program outcomes and impact.
- Lead the preparation of monthly, quarterly, and annual data reports
- Compose narratives that describe the scope and impact of our work by converting statistical data into compelling stories.
- Collaborate on the preparation of programmatic reports for the leadership team and stakeholders
- Update our tracking system with the due dates of reports.

Other roles and responsibilities

- Seek out training opportunities to further enhance professional development for the administration team and self-development opportunities in consultation with your manager;
- Participate in regular supervision, meet agreed performance indicators, and work plan activities;
- Undertake any reasonable additional tasks as directed by management; and
- MHLC is committed to the health, safety, and wellbeing of its staff. MHLC and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health

and safety and privacy laws. MHLC is committed to the safety and wellbeing of all children and young people.

Ways of Working

- Support colleagues and the team environment, we value debriefing and accessing support when needed;
- Maintain organisational values and behaviors with energy, transparency, and vision; and
- Support the achievement of the MHLC Strategic Plan, through team planning and work plans.

Performance indicators

- Effectively perform the duties and responsibilities in your position description with commitment and diligence;
- Approach your work with adaptability and openness to feedback and learning, including seeking out relevant opportunities to support your professional development;
- Use your best endeavors to protect and promote MHLC's interests, reputation, and strategic priorities;
- Contribute actively to meetings and team discussions - we value your expertise and input;
- Promote a positive culture and support your colleagues. Maintain organisational values and behaviors as outlined within the Code of Conduct, including cultural safety and awareness; and
- Maintain all qualifications, licenses, skills, knowledge, and competencies relevant to your employment with MHLC.

Acknowledgement

I certify that I have read, understood, and accepted the duties, responsibilities, and obligations of my position.

Signed by you: Date:

Name:

Signed by MHLC CEO: Date:

Name: