

DATA AND INSIGHTS OFFICER

POSITION PURPOSE & DETAILS

The Data and Insights Officer provides research, analytical and reporting support across Blue Light Victoria's monitoring and evaluation, strategic planning, policy development and organisational performance activities.

Working closely with the Head of Strategy, Impact and Advocacy, the role undertakes data analysis, research, survey design and reporting to help measure program outcomes, identify trends and generate insights that inform decision-making and continuous improvement.

The position also supports the preparation of policy and funding submissions, organisational performance reports, strategic analysis and other written materials. Working collaboratively with teams across BLV, including the Communications and Marketing Coordinator, the role contributes to communicating BLV's impact and supporting key organisational projects.

Employment Type: 2 year Fixed-Term

Classification: Level 4 – [Social, Community, Home Care and Disability Services Industry Award 2010](#)

Hours of Work: up to 38 hours per week

Flexible Work: options are available for discussion

Reporting Line: Head of Strategy, Impact and Advocacy

Requirements: Valid Employee Victorian Working with Children Check & valid Driver's Licence

ORGANISATION PURPOSE

Blue Light Victoria (BLV) is a leading statewide youth charity committed to investing in the futures of young people. With a focus on early intervention and prevention we engage young people aged 10 – 21. What sets us apart is our unique partnerships with police and emergency services.

Our mission is to deliver evidence-based, trauma-informed prevention and early intervention programs that bring young people together with police, emergency services, schools, and communities to:

- strengthen belonging,
- build trusted relationships,
- improve wellbeing and
- create safer, stronger communities where every young person can realise their potential.

Founded in 1976 with drug- and alcohol-free youth discos, BLV has grown into a vibrant organisation delivering programs and initiatives to over 10,000 young people a year.

Our values — Connection, Growth, Innovation, and Respect — guide everything we do.

We are committed to diversity, equity, inclusion, and child safety, ensuring young people feel supported, safe, and respected.

KEY RESPONSIBILITIES

Data Analysis, Monitoring and Evaluation

- Undertake quantitative and qualitative data analysis to support program monitoring, evaluation and outcomes measurement.
- Assist with the development and implementation of monitoring and evaluation frameworks, tools and processes.
- Support the design, administration and analysis of surveys and other data collection activities, including pre- and post-program surveys.

- Analyse program data and evaluation findings to identify trends, measure outcomes and contribute to reporting and continuous improvement.
- Work with program teams to support effective data collection, data quality and consistent reporting practices.
- Assist with external evaluations and research activities, including coordinating information and preparing supporting materials.

Research, Policy and Strategic Analysis

- Undertake research into government policy, sector developments, emerging issues and relevant evidence to support BLV's strategic and policy priorities.
- Support the preparation of government and policy submissions, funding proposals, business cases and advocacy materials through research, data analysis and drafting.
- Assist with environmental scanning and strategic analysis to identify emerging trends, opportunities and challenges.
- Prepare research summaries, briefing papers and other written materials to support policy development, strategic planning and decision-making.

Organisational Performance and Reporting

- Support the monitoring and reporting of organisational performance against strategic objectives, key performance indicators and agreed outcomes.
- Assist with the collection, analysis and presentation of organisational performance data.
- Contribute to the preparation of Board reports, annual reports, impact reports and other internal and external reporting requirements.
- Assist with the development and improvement of reporting tools, dashboards and processes to support accurate and accessible performance information.

Communications and Impact

- Work closely with the Communications and Marketing Coordinator to provide data, research and evaluation findings that support BLV's communications and stakeholder engagement activities.
- Assist with preparing evidence-informed content, impact stories, case studies and other materials that demonstrate BLV's program outcomes and achievements.
- Support the presentation of data and insights in accessible formats, including reports, infographics, presentations and other communications materials.

Strategic Projects and Organisational Support

- Provide research, analysis, reporting and coordination support for agreed strategic projects and organisational initiatives.
- Assist with project planning, progress monitoring, documentation and reporting as required.
- Work collaboratively across BLV to support organisational planning, reporting and continuous improvement activities.

Other Duties

- Undertake other duties commensurate with the classification and responsibilities of the role, as required.

KEY PERFORMANCE INDICATORS

- Research, analysis and written materials are accurate, evidence-informed and delivered within agreed timeframes.
- Policy, advocacy and strategic planning activities are effectively supported.

- Monitoring, evaluation and reporting processes are strengthened, improving BLV's ability to measure and demonstrate outcomes.
- Program and organisational data are analysed and presented clearly to inform decision-making and continuous improvement.
- Agreed strategic projects and reporting requirements are delivered to a high standard.

Specific performance measures will be agreed annually with Head of Strategy, Impact and Advocacy

KEY SELECTION CRITERIA

Essential

- Relevant tertiary qualifications in public policy, social sciences, social research, evaluation, economics, public administration or a related discipline.
- Demonstrated experience in policy research, strategic analysis, monitoring and evaluation, organisational performance or a related advisory role.
- Experience undertaking qualitative and quantitative research and analysis, including interpreting data and translating findings into practical insights and recommendations.
- Demonstrated ability to prepare high-quality written materials, including policy briefs, research reports, submissions, business cases or strategic reports.
- Well-developed analytical, problem-solving and critical thinking skills.
- Strong interpersonal and communication skills, with the ability to work collaboratively across teams and communicate complex information clearly.
- Strong organisational skills, attention to detail and the ability to manage competing priorities.
- Ability to work independently and collaboratively with staff across an organisation.

Desirable

- Experience in the not-for-profit, government or community services sector would be advantageous.
- Experience contributing to government submissions, advocacy strategies, funding proposals or business cases.
- Proficiency in data analysis and reporting tools, including Excel, Power BI, Salesforce or comparable systems.

Essential Requirements

- Ability to travel within Victoria with possible overnight stays as required
- Current driver's licence, Working with Children Check, Police Check (or willingness to obtain and maintain these as a condition of employment)

Blue Light Victoria is a child-safe organisation. We prioritise providing a safe place for all children and young people to learn and have fun. Therefore, we have strong recruitment procedures to make sure the safest and most suitable people work in our programs and provide ongoing supervision and support in all work with children and young people.