



POSITION DESCRIPTION

TITLE:	Data Analyst
BUSINESS UNIT/DEPARTMENT:	Sustainability
TYPE OF EMPLOYMENT:	Full-time
EFFECTIVE DATE:	December 2024
REMUNERATION:	SCHADS Industry Award 2010 Social and Community Services Level 4
REPORTING RELATIONSHIP:	Manager, Corporate Services

OVERVIEW

Our Purpose

Hutt St Centre's vision is an end to homelessness. Our mission is to advocate with and empower people at risk of or experiencing homelessness, supporting them to rebuild their lives on their pathway to homefulness.

Your Purpose

This Data Analyst is required to ensure complete, quality data collection, analysis/interpretation and reporting for Hutt St Centre's various programs to provide insight into the impact of current programs and identify how Hutt St Centre can improve.

AUTHORITY TO ACT

Staff will support and operate within:

- Hutt St Centre Vision, Mission, Organisational Values and Strategic Plan.
 - Hutt St Centre policies, procedures, guidelines, Code of Conduct and Practice Framework.
 - Defined limits of delegated authority.
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KEY DUTIES

- Collection and interpretation of data using a variety of methods and statistical techniques.
- Develop and implement data analyses, data collection systems and other strategies that optimize statistical efficiency and quality.
- Acquire, collate and interpret data from primary and secondary data sources and compare this with our internal trends information and relate this human data acquired to other trends outside the organisation.
- Identify, analyse and interpret trends, insights and patterns in complex human data. .
- Develop and provide reports and presentations, to clearly and concisely communicate these findings to key stakeholders.

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- Develop data visualisations and dashboards for key stakeholders.
 - Work closely with the Leadership team to prioritise information and reporting needs of the organisation.
 - Supporting and maintaining databases including data quality assurance and quality control.
 - Filter and clean data to ensure that integrity of the information and interpretations being provided.
 - Implement upgrades and improvements.
 - Ensure all data is handled in a manner that maintains confidentiality and ethical standards.
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PERSONAL DEVELOPMENT

- Actively attend and participate in supervision and professional development opportunities to ensure high-quality and safe, client-centric services.
 - Participate and actively contribute to HSC development activities including completion of HSC induction modules.
 - Actively contribute and participate in the yearly performance appraisal process.
 - Attend essential training such as Child Safe Environments Training, Cultural Awareness and Safe and Safety Intervention Training (as required).
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WORK, HEALTH AND SAFETY

- Comply with all policies, procedures and instructions in relation to work, health and safety (WHS).
 - Keep your work area free of hazards and follow all reasonable directions by your Manager.
 - Record all hazards or incidents within the WHS Portal and report them to your supervisor as soon as reasonably possible.
 - Act as a role model to other staff and volunteers by demonstrating safe work conduct, ensuring reasonable care that your actions or lack of action does not adversely affect others.
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EDUCATION/QUALIFICATIONS

- A Bachelor degree in Mathematical, Computer Science, Statistics or Economics or relevant experience,

OTHER REQUIREMENTS

- Maintain a satisfactory National Police Clearance (NPC).



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- Maintain a satisfactory Department of Human Services (DHS) Working with Children Check.
 - Unrestricted Driver's License.
 - Valid work rights with no restrictions.
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KNOWLEDGE & SKILLS

Essential knowledge skills and experience

- 4+ years experience in an Information/ Analytics role.
- Proven ability in data analysis and interpretation and the ability to analyse data sets to provide insights to an organisation.
- Proven ability in providing complex statistical reports from available data sources including human data.
- Knowledge of how to maintain a database including data quality, assurance, control and integrity.
- Highly developed attention to detail and accuracy.
- Highly organized with the ability to priorities work and meet deadlines.
- Ability to maintain confidential information and ethical considerations.
- Demonstrated ability to build rapport and effectively communicate with a wide range of stakeholders.
- Excellent written and verbal communication skills.

Desirable knowledge, skills and experience

- Experience in understanding homelessness or social services.
- Experience with visualisation software such as Tableau would be advantageous.
- Experience with case management software (Penelope).

Other Requirements:

- Some out-of-hours work as required.
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