**JOB DESCRIPTION**

**Data Lead**

# **ABOUT UNITING**

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are imaginative, respectful, compassionate and bold.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

# **ABOUT THE ROLE**

As a Data Lead, you will play a crucial role in managing and leveraging data for our Ceridian Dayforce implementation project. You will collaborate with various stakeholders to ensure effective data management, reporting, and analytics. Your expertise will contribute to informed decision-making and drive the success of our HRIS Project.

You’ll be a team-player, self-motivated and with great interpersonal skills.

# ROLE KEY ACCOUNTABILITIES

You will be an integral member of the project delivery team in the IT department through the following:

* **Data Strategy and Governance:**  To develop and execute data strategy aligned with project goals. Comply with, and work with Uniting Data Governance team to improve data governance practices, ensuring data quality, security, and compliance. Adhere to data standards, policies, and procedures.
* **Data Migration:**  To develop and execute data migration strategy aligned with project timelines, whilst ensuring adherence to Uniting data governance and privacy policies.
* **Data Analysis and Insights:** Analyse HRIS data to identify trends, patterns, and insights.
* **Project Collaboration:** Work closely with project managers, HR business partners, and other teams. Participate in project planning, execution, and monitoring. Ensure data requirements are met throughout the project lifecycle.
* **Data Privacy and Security:** Uphold data privacy regulations. Implement security measures to protect sensitive data. Conduct regular audits and risk assessments.

*Please note this list is indicative, and not an exhaustive list of your key accountabilities.*

# **ABOUT YOU IN THE ROLE**

**Your classification:** Non-Award

**Your directorate:** ITSC

**You’ll report to:** Senior Project Manager

**Your key relationships:**

ITSC staff, Change Management Team, Program Sponsors, Testing Partners, Program Manager, Business Managers, Project Managers, Business Subject Matter Experts, End users, Project Team, Data Strategy & Services team, Vendors, Business end users

As a staff member of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

# **YOUR KEY CAPABILITIES**

* **Communication and Collaboration skills:** Excels in interpersonal and communication skills, enabling effective collaboration with cross-functional teams, technical and non-technical stakeholders, and technical teams. Ability to interact with different individuals such as project managers, project sponsors, stakeholders and the project team.
* **Owning the job -** Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
* **Problem-solving skills:** Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner. Works with others and offers suggestions to find ways of doing the job more effectively.
* **Organizational skills:** strongorganisational skills such as time management, delegation, planning, goal setting and decision-making are essential to keep across the program and the many activities that need to be completed.

# QUALIFICATIONS & EXPERIENCE

**Qualifications:**

* Bachelor qualification in a relevant field or equivalent experience.

**Experience:**

Typically, this role will require 5 or more years’ experience in your field of expertise. You will have excellent stakeholder management, data modelling and data analysis skills, be organized, systematic, thorough, accurate and disciplined. It is expected that you will have excellent data strategy and be able to guide data security and management practices.

* Minimum of 5 years of experience in the Data Analysis and Management.
* Proven experience in Data Management and Governance.
* Strong understanding of data privacy and security compliance.
* Excellent problem-solving skills and attention to detail.
* Strong organizational and time management abilities.
* Excellent command of SQL.

**Even better:**

* Graduate or post graduate studies in a related field
* Experience with large scale enterprise or transformational efforts

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| **Employee Name:** |  | **Managers Name:**  **Title** | Nathan Ive-Smith  Digital Delivery Lead |
| **Date:** |  | **Date:** | 04/1/2024 |
| **Signature:** |  | **Signature:** |  |