POSITION DESCRIPTION – TEAM MEMBER

Position Title	Senior Project Officer - Data & Reporting	Department	Emergency Services
Location	North Melbourne	Direct/Indirect Reports	Nil
Reports to	Strategy & Influence Manager	Date Revised	October 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 5	**Job Evaluation No:**	HRC0049280

■ Position Summary

This position will play an important role in the supporting the Emergency Services' team. The role is responsible for managing data and reporting requirements including the extraction, analysis and reporting of data in support of the activities of Emergency Services. The Senior Project Officer: Data & Reporting will provide data insights to support decision-making, forecasting, and operational efficiencies through clear, effective communication to a range of stakeholders across the program.

The Senior Project Officer: Data & Reporting will combine strong technical expertise working with relational databases and data visualisation tools and report writing skills.

■ Position Responsibilities

Key Responsibilities

- Design, implement and manage improved reporting capability, including the ability to quickly receive data to fulfil ad hoc requests for data
- Integrate, clean and interpret data, and convert large complex datasets into logical categorisation relevant to program reporting requirements
- Maintain and expand data visualisation dashboards for our program
- Identify data integrity issues and proactively develop solutions to correct, maintain and monitor data accuracy and consistency
- Lead on strategic reporting requirements (e.g. reporting to the executive team, reporting to donors, IFRC reporting)
- Build and maintain metrics to identify impact, issues, trends, opportunities and risks
- Support and contribute to organisational data streamlining and improvement efforts
- Maintain data collection/visualisation platforms and provide support to the team in their use

■ Position Selection Criteria

Technical Competencies

- Strong analytical skills with the ability to collect, organise, analyse and disseminate complex information in a simple way to a broad audience, with attention to detail and accuracy
- Expertise working with the Microsoft suite, data analysis tools, and data visualisation applications (i.e. Tableau or Microsoft PowerBI)
- Strong verbal and written communication skills
- Ability to build and maintain internal and external relationships
- Excellent organisation and time management skills
- Expertise with qualitative as well as quantitative analysis desirable

Qualifications/Licenses

- Relevant tertiary qualification, skills and/or experience

Behavioural Capabilities

- **Personal effectiveness | Achieve results |** Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- **Team effectiveness | Collaborating |** Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Team effectiveness | Communicating |** Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **Organisational effectiveness | Innovating and improving |** Demonstrated ability to identify and raise issues regarding ineffective work processes and take initiative to make improvements.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:

  Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality

- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters