



**Boorndawan Willam**  
Aboriginal Healing Service

### **POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Data Specialist		
<b>REPORTS TO:</b>	Organisation Development Leader	<b>WORK AREA UNIT:</b>	Organisation Development
<b>FULL TIME OR PART TIME:</b>	0.8	<b>PRIMARY LOCATION:</b>	Bayswater
<b>DIRECT REPORTS:</b>	Nil	<b>JOB CLASSIFICATION:</b>	SCHADS Level 5

### **POSITION SUMMARY**

The BWAHS Data Specialist will be responsible for assessing, developing and maintaining the organisation's data management systems. The Data Specialist will support the organisation by providing strategic guidance as to the data needs, trends and capacity of current and future systems. They will report to the Organisation Development leader to ensure that data analysis and knowledge management in the organisation informs decision making and our systems are secure. They will also have a key role in providing external data interpretation to the organization to assist in trends identification and future planning.

### **KEY RESPONSIBILITY AREAS**

<b>Data systems</b>	<ul style="list-style-type: none"><li>• Evaluate and maintain all current data systems.</li><li>• Conduct a thorough data analysis of all BWAHS data systems.</li><li>• Provide advice and support on management strategies including implementing new data systems to increase efficiency.</li><li>• Install and maintain data collation software.</li><li>• Ensure that all current and future systems meet the needs of the organisation in terms of data storage, security, and collection.</li></ul>
<b>Interpreting data</b>	<ul style="list-style-type: none"><li>• Prepare reports for operational, executive and project teams.</li><li>• Create visualisations of data in collaboration with key stakeholders.</li></ul>
<b>Manage Risks</b>	<ul style="list-style-type: none"><li>• Ensure that all current and future systems meet the needs of the organisation in terms of data storage, security, and collection.</li></ul>

	<ul style="list-style-type: none"> <li>• Provide information and advice related to risks in the data input, delivery and management systems.</li> </ul>
<b>Culturally informed practice</b>	<ul style="list-style-type: none"> <li>• Contribute to culturally informed practice</li> <li>• Contribute to a positive and culturally safe workspace.</li> </ul>
<b>Training and professional development/capability development</b>	<ul style="list-style-type: none"> <li>• Undertake and participate in professional development opportunities as identified as part of the PDR and activity work plan processes.</li> </ul>
<b>Engagement of key stakeholders</b>	<ul style="list-style-type: none"> <li>• Engage with key stakeholders that directly relate to data management, systems and interpretations.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Assist staff to understand and implement data input activities in their roles as case workers.</li> <li>• Provide progress and client status reports to the IFS Co-ordinator.</li> <li>• Assist the organization to ensure that all data systems are in accordance with BWAHS quality/audit requirements.</li> </ul>
<b>Policies Procedures and Systems</b>	<ul style="list-style-type: none"> <li>• Comply with all organisation policies and procedures</li> <li>• Proactively communicate, identify, report, assess WHS related risks and hazards</li> </ul>

The employee will be expected to perform other duties outside those set in the position description as directed from time to time which are within the employee's skill, qualification, experience and competence level to meet the organisation's operational needs.

The Position Description may be amended from time to time at the organisation's discretion. Where there is inconsistency between KPI's in this Position Description and those within the Organisation Objectives, the Organisation Objectives will stand.

### **KEY SELECTION CRITERIA**

1. Relevant tertiary qualification in information management, data analytics, computer science or a similar field and/or demonstrated relevant work experience.
2. In-depth knowledge of data retrieval and storage systems.
3. Proven experience with programming for data analysis.
4. Understanding the privacy and confidentiality needs of community service organisations.
5. Experience with end-user training and support.
6. Strong communication and report writing skills.
7. The ability to work as part of a team and independently.
8. Firm understanding of statistics and databases.
9. Expert problem-solving and analytic skills.
10. Ability to meet deadlines and independently prioritise and time manage tasks.
11. Ability to understand and find appropriate applications for data and analysis results.

12. An understanding of contemporary Aboriginal culture and the history of intergenerational trauma.

### **CONDITION OF EMPLOYMENT**

It is a condition of employment that BWAHS be provided with the following:

- Current Victorian Driver's License
- Current Working with Children's Check
- Undertake National Police Check
- Copy of Vaccination Certificate

### **KEY ATTRIBUTES FOR ALL EMPLOYEES**

---

- ***Commitment to BWAHS Vision, Mission, Values and Principles*** – All employees must demonstrate commitment to the organisation's Vision, Mission, Values and Principles throughout employment activities and ensure individual development plans.
- ***Self- Assessment and Reflection*** – the capacity to recognise own feelings and those of others, for motivating ourselves and managing emotions well in ourselves and our relationships. To be resilient, capable of self-awareness, self-management, self-development, social awareness and relationship management, in order to contribute to a more effective and supportive organisational culture.
- ***Ethical*** – Reflects expected standards of behaviour and/ or Codes of Ethics.
- ***Culturally Aware*** – values social inclusiveness as a strength and positively utilises diversity.
- ***Communication and collaboration*** – Works with others to achieve common goals and disseminates information using appropriate media/ language to the right people at the right time.
- ***Accountability*** – Individual responsibility to deliver services with the relevant legislative and regulatory framework and in accordance with sound professional practice and business/ service management practice.
- ***Consumer/ Client focussed*** – Prioritises the needs of clients and the aims for the best outcomes for clients.
- ***Work Health and Safety***- All employees will perform their duties in accordance with BWAHS Work, Health & Safety policy.
- ***Privacy and Confidentiality*** - All employees will perform their duties in accordance with BWAHS *Privacy and Confidentiality policy*.

Boorndawan Willam Aboriginal Healing Service  
P: 03 9212 0200 E: [bwahs@bwahs.com.au](mailto:bwahs@bwahs.com.au) W: [www.bwahs.com.au](http://www.bwahs.com.au)  
Unit 2/337 Maroondah Highway, Croydon North, Victoria 3140  
Postage: 289 Swansea Road, Lilydale, Victoria 3140  
ABN 28 600 328 961