

**Employment Information Package**  
**Data Analyst – 12 month contract**  
**Illawarra or Shoalhaven – area negotiable**

Thank you for your interest joining William Campbell Foundation in the 12 month contracted position of

**Data Analyst**

When asked what William Campbell Foundation does well, our staff say\*

***“WCF always listen to children and young people and make decisions with their best interests at heart”***

***“We embrace change that benefits the lives of children, young people, families and carers”***

***“We have a great chaplaincy program and dedicated caseworkers”***

***“WCF provides flexibility for staff needs and is family oriented”***

***“I have always felt valued, supported and welcomed”***

***\*2019 Continuous Improvement Staff Survey***

William Campbell Foundation is proud to be a dynamic and supportive agency, offering:

- Generous remuneration with salary sacrifice options, reducing taxable income
- Collaborative and committed Management and Staff
- Free confidential counselling services through an Employee Assistance Program
- Resources and Supports to help you achieve great outcomes for the people we work with.
- An opportunity to be the difference for children, young people, families and individuals
- Regular and ongoing training and upskilling to assist you in personal development

**To be eligible for this role:**

- You have qualifications in Information Technology, or a minimum of two years working in technology and data analysis.
- You will have experience in working with Power BI, and be able to provide references from business where you have implemented or managed Power BI.
- You will be able to provide samples of previous work, and are willing to demonstrate your skills to the agency.
- You will have a high level of attention to detail and time management, and enjoy being organised and efficient in your work.
- You have experience or are confident in educating others in the use of databases and Power BI systems.
- You will be keen to work at an exciting pace, with the ability to self-motivate as well as being a team player.
- You are a progressive, adaptable and highly motivated professional who works to achieve positive outcomes for children and young people, and you have a desire to work in a friendly and supportive team environment.
- You have an ongoing desire to learn and improve your professional self.
- You have a current drivers licence and are willing to travel within the Illawarra and Shoalhaven Areas.
- You have clear Working with Children and Criminal Record checks.

## **How to Apply**

### **Required Documents**

Applications that do not include all documents below will not be considered.

- A **Cover Letter**
- Up to date **Resume**, including details of current position (if applicable)
- Complete and detailed response to the **Selection Criteria** below, informing WCF on how you are able to demonstrate your ability to meet the required criteria.

Applications are to be received no later than close of business **10 February 2020** and must be forwarded to:

[jobs@wcfoundation.org.au](mailto:jobs@wcfoundation.org.au)

At William Campbell Foundation, we take pride in our respectful and diverse workplace culture, which supports and creates opportunities for Aboriginal and Torres Strait Islander people for the benefit of children, young people, individuals and families and our workforce. We value the unique skills, experience and knowledge that Aboriginal and Torres Strait Islander people contribute to the workplace, and encourage Aboriginal and Torres Strait Islander people to apply for roles within our organisation.

We are committed to being an equal opportunity employer. All applicants who meet the criteria will receive equal consideration for employment, without regard to race, age, gender, marital status, sexuality, religion, disability, age, or political opinions.

### **Selection Criteria – please provide examples where available.**

1. Detail your qualifications and experience in Information Technology.
2. Provide details of your experience in Power BI or database systems **(Please attach samples of your work where possible)**
3. Detail your experience in providing education in the use of technology systems and databases in previous positions.
4. Demonstrated adaptable and high-level communication skills, with the ability to present information to a wide range of audiences.
5. Demonstrated ability to work independently, as well as working cohesively as part of a wider team.
6. Demonstrated ability to meet set targets, deadlines and Key Performance Indicators (KPI's).
7. Current Driver's license and vehicle with comprehensive motor vehicle insurance available for use where required.
8. William Campbell Foundations values are **Compassion, Christianity, Accountability, Respect, Reflection** and **Stability**. What do these values mean to you and how would you embed these into your everyday practice?

## **Position Overview**

William Campbell Foundation (WCF) is a not for profit Christian organisation that provides a range of services, including permanency support programs for children and young people. Additionally, WCF delivers therapeutic services to children, young people, individuals and families.

WCF is committed to child safe practices and permanency outcomes for children and young people in care to provide a positive, safe and healing experience that addresses trauma, attachment, self-regulation, culture and community needs.

### **Key Responsibilities**

- Use current data collection systems, including Community Data Solutions (CDS) and HR3 to build, develop and maintain dashboards.
- Demonstrate technical expertise regarding data models, database design, data mining and segmentation techniques.
- Demonstrate knowledge of and experience with reporting packages, for example SQL and Oracle, and implement these skills into everyday practice.
- Interpret data and analyse results, using statistical techniques, to provide ongoing performance reports.
- Develop and maintain dashboards, databases, collection systems, data analytics and other relevant strategies to optimise statistical efficiency and output quality.
- Identify, analyse and interpret trends or patterns in complex data sets, adjusting these to suit a variety of audiences.
- Prepare comprehensive and accurate information management reports.
- Provide education to WCF staff on the features of Power BI and the use of dashboard systems.
- Work within the Marketing and Communications plan for the future of WCF and support implementation of the plan.
- Possess confident communication skills, a strong sense of self-motivation, high organisational skills and present as a high-level professional at all times.