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Data Analyst Position Description

Role:	Data Analyst – Planning & Performance
Team:	Strategy, Policy and Evidence
Reports to:	Executive Leader – Strategy, Policy and Evidence
Direct reports:	None, depending on organisational requirements
Hours:	Full time (35 hours/week)
Award:	SCHADS Level 4
Salary:	\$80,000 to 90,000 negotiable (plus access to PBI salary sacrifice)
Financial delegation:	Category 5 (total budget to be determined)

About AbSec

AbSec -NSW Child, Family and Community Peak Aboriginal Corporation is the peak Aboriginal organisation in the NSW child and family welfare sector. We provide an Aboriginal perspective on child protection and out-of-home care policy to the NSW Government, and support the Aboriginal community-controlled sector to deliver effective services for Aboriginal children and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.

We recently established AbSec Learning and Development Centre (AbSec LDC), a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.

Our Vision

Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities. They are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

Our Principles

- **Acknowledgement and respect** – acknowledging the diversity of all Aboriginal nations and respecting traditional owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action
- **Professionalism and integrity** – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports



- **Self-determination** – ensuring that our focus is underpinned by the rights of Aboriginal people to make decisions that impact their lives, recognising the interests of Aboriginal children, young people, families and carers, and communities in all that we do
- **Independence and solutions focused** – serving the interests of Aboriginal children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them
- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

Position Purpose & Context

The Data Analyst role is established to support AbSec’s work strengthening the Aboriginal child and family sector. The role will work within AbSec to support the collection, analyse and reporting of data to support planning and evidence building for the benefit of Aboriginal children and young people, their families and communities.

AbSec has outlined an Aboriginal commissioning approach as a key element of an effective Aboriginal service system. This requires undertaking data-informed approaches to service system planning, as well as the development of an Aboriginal community controlled data system to support outcomes-focused commissioning. Consistent with the principles of self-determination and Aboriginal data sovereignty, AbSec’s data analyst will support Aboriginal community controlled organisations to develop localised data infrastructure and processes, aligned to community aspirations for Aboriginal children and families.

Key tasks include supporting the development of an Aboriginal-led Commissioning approach in two locations in NSW (mid-North Coast and South West Sydney), with a view to expanding this pending success. Aboriginal-led commissioning will mean AbSec can conceptualise a support system model, co-design it with communities, contract local organisations for its delivery, and hold the primary relationship with government for delivery of Aboriginal community-defined outcomes for Aboriginal people and communities. AbSec’s commissioning work will be high profile, as it will be the first for Australia to engage genuinely with a non-government, Aboriginal peak organisation in this way. Similar approaches have been adopted in New Zealand and Canada, where we will be able to look to for some guidance (however this will be unique to AbSec).

Some core accountabilities for this ‘Commissioning’ component will be:

- Delivery of operational frameworks within AbSec (including contract management, funding management, procurement, commissioning, complaints, enhancing delegations etc with a focus on managing conflicts between decisions made at the operational level of AbSec and the Board of Governance)
- Engagement with communities and key stakeholders in the locations identified to co-design a support system
- Leading a control group to guide this work, including the establishment of an evaluation (to be conducted by FACS with input from Treasury and DPC).

The Data Analyst role will also engage with Aboriginal communities across NSW to establish and operationalise an effective Aboriginal community controlled data system. This approach aims to empower Aboriginal communities to develop their own data capabilities to develop evidence of effective approaches



to Aboriginal child and family service provision, and to support the continuous improvement initiatives of Aboriginal community organisations.

Key Accountabilities

The role supports the commissioning of Aboriginal child and family services, and the development of evidence building and continuous improvement frameworks for Aboriginal community controlled organisations:

- Assisting with market intelligence through the compilation and analysis and reporting of data on guardianship orders and other information in targeted areas to identify service need and support investment decisions.
- Analysing program delivery costs to support procurement activities, including assisting with the assessment of proposals for funding.
- Supporting provider capability, for example with:
 - Creating frameworks for data collection to assist in measuring and reporting on program outcomes.
 - Assisting in the development of monitoring and evaluation frameworks.
- Designing and generating statistical reports to inform decision-making, evidence building and continuous improvement initiatives.

Key Challenges

- Understanding the complexity of the Aboriginal child and family system within NSW.
- Building an understanding of ACCO service providers in the system.
- Developing an understanding of program logic models and outcomes measurement.
- Building capacity of under-resourced Aboriginal child and family organisations

Key Relationships for Success

Internal Contacts:

- Executive Leader – Strategy, Policy and Engagement and team
- Executive Leader – Commissioning & Quality and team

External Contacts:

- Aboriginal community-controlled agencies, including member agencies
- Other peak bodies including SNAICC (the national peak for Aboriginal children and families) and ACWA (Association of Children's Welfare Agencies)

Selection Criteria

Essential

- An understanding of Aboriginal culture and the issues facing the Aboriginal non-government sector and communities across NSW
- An understanding of principles of Indigenous Data Sovereignty and Indigenous Data Governance
- Highly-developed research, numeric and analytical skills



- Demonstrated capability in providing quality advice and recommendations
- Advanced computer literacy including expertise in manipulating data using Excel (pivot tables, macros) and databases
- Ability to manage priorities and deadlines in a time-sensitive, resource-scarce environment
- Good verbal communication skills
- Tertiary qualifications in a relevant discipline

Desirable

- Aboriginality and understanding of the importance of cultural connections for Aboriginal children, young people, families and communities
- Understanding of the NSW child protection system
- Broad understanding of government / public service processes

NOTES

- Applications must directly address the selection criteria and indicate level of experience and achievement in each area.
- The successful applicant will be required to provide a current Criminal Record Check and Working With Children Check. This is a core requirement of this role.
- The successful applicant will be engaged under a fixed-term contract and subject to a probationary period.
- The successful applicant will be required to respect AbSec policies and procedures; a full list of these will be provided upon employment.
- Aboriginality is a genuine occupational requirement authorised in Section 14(d) of the *Anti-Discrimination Act 1977* (NSW), and documentation may be required to demonstrate.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills and experience.

To apply, Interested applicants are required to address the essential criteria demonstrating their experience against each point, submit a cover letter (maximum two pages) and current CV (maximum five pages).

Applications can be emailed to: recruitment@absec.org.au