ADVERTISEMENT
DATA & IMPACT ANALYST

Employment Type: Full Time (contract role – to 31 December 2019)

Location: Melbourne

- Flexible work practices (choice of where and when to work), enabling achievement of outcomes
- Passionate, professional and ambitious team, working together to close the education gap

About Teach For Australia

Teach For Australia (TFA) is an innovative non-profit organisation and part of a global movement dedicated to developing leadership in classrooms and communities, to ensure all children achieve their potential.
We recruit Australia's future leaders and inspire, connect and empower them to a lifetime of action tackling educational disadvantage – activated by the classroom. Our vision is of an Australia where all children, regardless background, attain an excellent education.

About the Strategy & Impact Team

The Strategy & Impact team are responsible for driving the strategic direction of TFA and ensuring that our strategy is informed by robust analysis, data and evidence. We are responsible for designing and coordinating the key planning tools that ensure we are all pulling in the right direction and aligned to our strategy and organisational goals. We partner across the organisation to increase our understanding of our activity through our evaluation framework and embed continuous improvement behaviors.

About the Position

The role will focus on the management of TFA's data systems across the organisation. This involves maintaining and updating TFA's data base to ensure records are complete and accurate, coordinating and administering data collection activities, conducting first-level analysis of available data, and being the point-of-call for providing statistics and relevant evidence to support impact communication. This role will support with conducting insight and research projects to draw links across the various aspects of Teach For Australia's Leadership Development Program and organisation overall, and communicate these findings.

About You

You have strong attention to detail, and show commitment to the consistent maintenance and collection of complete and accurate data. You rely on evidence-informed decision making, and are strategic in your approach to building processes and protocols to support data collection and evaluation framework. You have exceptional planning and organisation skills. You are a confident communicator across all mediums, and are comfortable extracting key themes from data insights, synthesising information, and adjusting tone to suit the audience. You invest in building relationships with colleagues, who are the end-users of the data you collect and analyse.
Above all, you have a strong capacity and desire to learn and continuously improve, and are eager to up-skill in elements of the role that you are still developing your proficiency in.

How to Apply

For an opportunity to take your place in this life-changing organisation, apply here, by midnight on 3 June 2018 and submit your CV via email to emily.pearson@teachforaustralia.org, with the subject line 'Application: Data and Impact Analyst'. Enquiries can be directed to emily.pearson@teachforaustralia.org.

JOB DESCRIPTION

Role Title:	Data & Impact Analyst		
Function:	Strategy & Impact	**Financial Accountability:**	$NIL
Reports To:	Evaluation & Impact Manager	**People Management:**	0 first level 0 second level

Role Purpose

Supports Teach For Australia to embed data collection and analysis into the organisation's work, and ensuring focus on evidence-based decision-making and continuous improvement.

Qualifications and Experience

Essential

- A bachelor degree in a relevant discipline
- At least two years of experience in relevant roles
- Experience and confidence in managing large datasets, matching datasets, and performing data analysis

Desirable

- Experience in the education sector and/or not-for-profit sector

Skills, Attributes and Knowledge

Essential

- A natural orientation to learn and continuously improve
- Ability to design and implement multiple and integrated systems and processes for gathering, analysing, and reporting on data
- Ability to visualise, articulate, and solve complex problems and concepts, and make recommendations based on available information
- Attention to detail and commitment to complete and accurate data systems and processes
- Strong prioritisation skills
- Strong organisation and planning ability
- Outstanding communication skills, able to convey complex issues and analysis in a structured, clear way both verbally, visually and via text
    - Verbal presentation of complex issues and analysis
    - Agile with multiple communication styles (prose, diagrams, charts, etc.)
    - Ability to synthesise conclusions with simplicity and clarity
    - Ability to design reports drawing on data analysis, identifying trends, drawing conclusions, and offering recommendations
    - Ability to present analysis either via Word reports or PowerPoint presentation
- Advanced skills in MS Excel

Desirable

- Experience with data analysis platforms (i.e. SPSS, Tableau)
- Experience with Salesforce or other CRM system

Key Accountabilities

Data system management

- Maintaining and updating TFA's databases to ensure records are complete and accurate (i.e. Salesforce, Community Health Index, TFA by the Numbers, historic datasets of Associate and Alumni information).
- Strong familiarity with the data to be able to respond in a timely manner to requests from internal staff as they arise

Data collection and analysis

- Coordinating research applications to collect data where required
- Maintaining and updating TFA's data collection activities using best-practice research methodologies
- Process management of TFA's support to Associates to use student perception surveying
- Stakeholder management of Pivot Professional Learning contacts.
- First-level data analysis of collected data
- Consultation and coordination with various staff in the Program team who are the end-users of the data, including capacity building to engage with key themes

Impact communication

- Craft quantitative and qualitative reports that are clear, accurate, and accessible to teams individually, across the organisation and to external stakeholders
- Support relevant functions to develop media stories and produce impact publications

Support wider evaluation work across the organisation

- Support improvements to Teach For Australia's measurement and evaluation framework to expand organisation insights for continuous improvements
- Support internally or externally led measurement, evaluation and research projects, including student outcomes and teacher effectiveness research

Our Values

Empowering Greatness

We see great possibilities and strive to bring them to life. We seek to lead by example and are agents for change in ourselves, in students and in our society. We create empowering learning environments that enable others to excel.

Collaboration

We strive to build effective, professional relationships within and across sectors. We have a collaborative mindset that opens us to the opportunities and expertise available through partnerships. We work together - within the organisation, with Associates and with partners, to achieve the individual and systemic changes we seek.

Innovation

We bring energy and creativity to everything we do. We are excited by new ideas and look for new ways to do things that will bring us closer to achieving our goals. We embrace the opportunity to operate outside our comfort zone as a chance to grow and innovate.

Outcome Driven

We are inspired by ambitious goals and pursue them with determination. We use fact-based data to think critically about problems and solutions. We take personal responsibility for delivering meaningful, measurable impact within timeframes that are challenging and motivating.

Humility and Learning

We respect and seek to learn from the communities we serve and the people with whom we work. We recognise the limits of our own experience, ask questions and seek diverse perspectives to inform our views. We work with curiosity and resourcefulness, engage in honest self-reflection and look for ways to continuously improve.

Resilience

We are resilient when faced with obstacles and undaunted by the scale of the change we seek. We rise to the challenge and never forget why we do what we do.

Approvals

Written by:	E. Pearson	**Date:**	10 May 2018
Approved by:	S. Braganza-Travis	**Date:**	10 May 2018
Evaluated by:	F. Lymer	**Date:**	11 May 2018
Review date:	31 December 2019		