ADVERTISEMENT - DATA MANAGEMENT OFFICER

Employment Type: Full time
Contract role to 31 December 2021 (possibility of extension)

Location: National (depending on your location – work from one of our offices, or remotely from your home office)

> **Teach For Australia would like to acknowledge the many Traditional Custodians of the lands throughout Australia. We pay our respects to their Elders past, present and emerging, for they hold the memories, the traditions, the culture and hopes of Australia's first peoples.**

- Opportunity to work with an engaged community of educators - working to **close the education gap**
- **Flexible work practices**, including the option to work from home
- Join us in our commitment and vision for Reconciliation, in a space where we learn and grow together

About the Position

The role will focus on the data management of various systems across the organisation. This involves maintaining and updating TFA's database to ensure records are complete and accurate, supporting the administration of data collection activities, conducting first-level analyses of available data, visualising and communicating data to a range of audiences, and being the first point-of-call for providing statistics and relevant evidence to support TFA's impact communication. This role is a learning opportunity for someone wanting to build proficiency in data monitoring, analysis, visualisation and communication, and will include on-the-job training to develop your skills in these areas. The role is well suited to a recent university graduate.

About Us

Teach For Australia (TFA) is an innovative non-profit organisation and part of a global movement dedicated to developing leadership in classrooms and communities. We believe in equity in education – an Australia where your postcode does not determine your future potential. Our mission is to grow a community of leaders committed to equity for children, by recruiting and developing exceptional people to teach and lead across Australia. Our vision is an Australia where education gives every child, regardless of their background, greater choice for their future.

About You

- Demonstrated **commitment to reconciliation** in Australia, as well as our **mission and values**
- Studied a **relevant discipline** in university that allows you to perform basic data analysis activities
- Strong desire to **learn and continuously improve** - eager to up-skill in elements of the role that you are still developing in.
- Take a **strategic and systematic approach** to building processes and protocols to achieve an outcome.
- Strong **attention to detail**, with exceptional planning and organisation skills.
- An **excellent communicator** across all mediums

Teach For Australia welcomes applicants of all backgrounds to apply, and encourage applications from Aboriginal and Torres Strait Islander people.

How to Apply

For an opportunity to take your place in this life-changing organisation:

1. **Apply here**, **by 11:59pm on Sunday 16 May 2021** and

2. Email your CV to jobs@teachforaustralia.org, with the subject line 'Application: Data Management Officer" (ensure your CV is clearly labelled with your full name.)

All enquiries can be directed to jobs@teachforaustralia.org. Please note that you must have the appropriate right to work in Australia in order to be eligible for this role. Successful candidates will be required to undertake a National Police Clearance, and obtain a valid Working With Children Check.

JOB DESCRIPTION

Role Title: Data Management Officer

Function:	MEAL	**Financial Accountability:**	$NIL
Reports To:	Senior Data and Impact Analyst	**People Management:**	0 first level 0 second level

Role Purpose

Assists the delivery of Teach For Australia's data management strategy through ensuring the accurate maintenance of databases, data capture, analysis and processing and production of reports.

Qualifications and Experience

Essential

- A bachelor degree in a relevant discipline
- Experience in relevant roles
- Experience and confidence in managing large datasets, matching datasets, and performing data collection, analysis and communication of results

Desirable

- Experience in the education sector (e.g. in non-profit, research, government, etc.)

Skills, Attributes and Knowledge

Essential

- A natural orientation to learn and continuously improve
- Ability to 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
- Good communication skills, ability to convey complex issues and analysis in a structured, clear way verbally, visually and via text
- Proficient skills in MS Excel

Desirable

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

Key Accountabilities

- Prepare and maintain databases
- Coordinate data collection activities
- Create/update reports
- Conduct analysis of results
- Update tools used for ongoing analyses
- Respond to data requests
- Support the production of publications, summaries and data visualisations.
- Assist in internal and external reporting
- Support program teams with their data collection and analysis needs
- Undertake other task as requested

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.