

POSITION DESCRIPTION



POSITION OBJECTIVE:

This position will drive policy, engagement and research on behalf of VCOSS members across VCOSS's core policy portfolios. The position will prepare high quality reports and recommendations to strengthen VCOSS policy and advocacy work. This position will act as a key contact for government, VCOSS members and other stakeholders.

POSITION DETAILS:

Position Title	DATA & RESEARCH ANALYST
Team	Policy
Classification	Level 4.1 - 4.5
Salary Range	\$86,035–\$98,796 pro rata
Status	Full-time or part-time (minimum 45 hours/fortnight)
Reports to	Manager Policy and Research
Located	Level 8, 128 Exhibition Street, Melbourne (all staff working remotely until further notice)
Last updated	December 2020

THE ORGANISATION

The Victorian Council of Social Service (VCOSS) is the peak body of the social and community sector in Victoria. VCOSS members reflect the diversity of the sector and include large charities, peak organisations, small community services, advocacy groups, and individuals interested in social policy.

In addition to supporting the sector, VCOSS represents the interests of vulnerable and disadvantaged Victorians in policy debates and advocates for the development of a sustainable, fair and equitable society.

THE WAY VCOSS WORKS

- We act ethically
- We lead and support collaborative initiatives for a thriving community sector
- We maintain productive relationships across the political spectrum
- We work in collaboration with our members
- We are transparent in our work and we consult widely
- We value and draw on the direct experiences of people affected by poverty and inequality
- We draw on the wisdom and expertise of our diverse member base

- We promote and advance the research and evidence base to drive advocacy priorities

KEY ACCOUNTABILITES

1. Identify, acquire, clean, process and transform data from different sources.
2. Combine, analyse and interpret economic and social data to reveal trends, patterns and insights.
3. Communicate research findings in simple and engaging ways, including by creating easy-to-understand data presentations (e.g. charts, graphs, maps, infographics) and interactive visualisations.
4. Self-generate ideas about how to use data and research creatively to tell a story.
5. Ensure the timely management and completion of projects in accordance with priorities established by VCOSS.
6. Maintain and develop effective working relationships with diverse stakeholders and act as a VCOSS contact person for government and academic partners.
7. Work collaboratively with VCOSS staff to identify opportunities to strengthen policy development and advocacy.

ORGANISATIONAL RELATIONSHIPS:

Reports to	Manager Policy and Research
Supervises	None
Internal Liaison	Policy Team Communications Team
External Liaison	Relevant VCOSS members, government agencies and other stakeholders

KEY SELECTION CRITERIA:

1. Experience in extracting, interpreting and analysing data. Advanced Excel skills. Experience with SQL, R or Python preferred.
2. Ability to build high-quality data visualisations (experience using visualisation platforms such as Tableau or Power BI is highly regarded)
3. High level written and verbal communication skills to communicate research and data analysis to a non-technical audience.
4. Knowledge and a commitment to the objectives and values of VCOSS.
5. Knowledge of the community sector and the experiences of low-income Victorians, or capacity to acquire this knowledge quickly.
6. Excellent organisational skills with flexibility to prioritise a range of competing demands and work to deadlines.
7. Highly developed interpersonal skills, with the ability to work independently or as part of a collaborative team.
8. Relevant tertiary qualification in economics, public policy, data science or other relevant discipline.