



Position Description

Title:	Graduate Data Engineer
Unit:	Health Information and Technology Unit
Reports To:	Executive Manager, Data and Analytics
Direct Reports:	Nil
Time Fraction:	Full time
Employment Status:	Fixed term (24 months)
Location:	17-23 Sackville Street, Collingwood 3066

Organisational Overview

VACCHO is the peak representative for the health and wellbeing of Aboriginal people in Victoria. We lead and support Aboriginal Community Control and the broader health and social services sector to deliver transformative health and wellbeing outcomes for Victorian Aboriginal communities. Our vision is for vibrant, healthy, self-determining Aboriginal communities. Our strategic plan; *On Solid Ground (2021-26)* outlines our bold steps to get there.

Unit Overview

The importance of quality data and information, to underpin VACCHO's policy and advocacy positions and support its Members with needs based service planning, is a key priority for VACCHO.

The new Health Information and Technology (HIT) Unit will work across VACCHO and with Members to build confidence and capacity to design, collect, analyse, and monitor information to support self-determined decision making, underpinned by the principles of Indigenous data sovereignty.

The HIT Unit will bring together VACCHO's current information technology and data functions and will also drive strategic projects, including the design, delivery, and adoption of a collection of new solutions including:

- VACCHO's Relationship Management System (RMS) and
- an Aboriginal Community Controlled Organisation (ACCO) Client/Case Management System (CMS).

These solutions and a range of other data inputs will support the development of VACCHO's new data platform, Deadly Data. Deadly Data will enable effective and holistic use of meaningful data to provide insights and drive evidence-based decision making. This will require design and collection of

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sector relevant data sets, underpinned by data sharing agreements to ensure Indigenous data governance and sovereignty is at the core.

Role Overview

VACCHO's Graduate Data Engineer will help implement Deadly Data, along with providing support for data analytics and visualisation for VACCHO, working with data from 32 ACCOs and government spanning health, social and emotional wellbeing, mental health, child protection, justice, and much more as well as administrative and operational data. The role will work with VACCHO and ACCOs to make things easier by understanding the priorities of each organisation and the sector and developing dashboards or reports to make data accessible in a timely and easy to understand way.

This role will be responsible for supporting the development of data transformation scripts, data visualisation dashboards and reports, ensuring data quality and continually improving the end user experience of Deadly Data.

You will work closely with team stakeholders in the HIT, as well as broader VACCHO stakeholders, and VACCHO's clients to ensure that Deadly Data provides analytical value and becomes a trusted information source for VACCHO internally and externally.

This role is intended to be a great opportunity for an analyst with 6 to 12 months experience to learn the technical aspects of implementing and maintaining a modern Cloud-driven data environment, whilst understanding the business and cultural context of what data means, and how it is used within the Aboriginal sector. You will be supported by internal and external technical, and cultural and domain experts which will provide you with an understanding of both the 'how', and the 'why' of data.

We are hiring for capability, cultural fit, and attitude. Persons who identify as Aboriginal and/or Torres Strait Islander are highly encouraged to apply.

Key Responsibilities

- Assist in the development of data integrations from various source systems, including cloud-based and on-premise systems
- Develop data models to support self-service 'data marts', which will allow non-technical users to drag and drop data to ask and answer their own questions
- Develop engaging data visualisations that tell a story and provide context to quantitative and qualitative data
- Test and provide fixes to data products developed by the HIT, Members and partners
- Share your technical knowledge with VACCHO staff and Members
- Identify and improve processes for data entry and data quality of key data assets
- Work closely with VACCHO data champions and Members to better understand and maintain focus on their data and reporting needs
- Apply critical thinking of data flows and data requirements across VACCHO and its Members to contribute to strong data management practices

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- Contribute to the design of longer-term data management approach by developing requirements with VACCHO and ACCO staff
- Work with government and other stakeholders to identify and import external data sources that align with ACCO sector priorities
- Support the implementation of VACCHO's strategic plan: *On Solid Ground (2021-26)*, particularly the focus area of *Our Foundations and Health and Healing*
- Ensure the key principles of *Culture and Kinship; Our Choice, Our Way; and Knowledge* are embedded throughout your work and the work of your team
- Regular attendance and participation at HIT Unit meetings, program meetings, staff and other meetings
- Undertake other duties, which are appropriate to the level of the position, as directed by the Unit Manager to meet Unit objectives.

Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*). We are committed to ensuring our workplace and member services support also reflect this.

Everyone is welcome at VACCHO and candidates regardless of age, cultural background, ethnicity, gender, sexual orientation, or religious affiliation are encouraged to apply.

- VACCHO is committed to welcoming and embracing the diversity of cultures, identities, gender, sex, and sexually diverse identities and expressions, experiences, beliefs, and values of all people. VACCHO believes in the right for all people to be treated with the respect and dignity at all times, and that all people who work for, govern or undertake work at or visit VACCHO should at all times feel safe and included at VACCHO.
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*).
- VACCHO requires employees to participate in and promote our quality control, risk management, safety and compliance systems. This includes participating in the development and application of VACCHO's policies and procedures, as well as the identification, reporting and management of risks. This includes adherence to all VACCHO Quality Management System (QMS) ISO 9001:2015 requirements.
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations.
- VACCHO requires employees to follow all health and safety directions in relation to COVID-19 (including, but not limited to, VACCHO's directions, Public Health Orders, and Victorian Chief Health Officer directions).

Other Employment Related Information

- A National Police Records Check is required as a condition of employment.
- A current Working with Children Check is required.

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- A current Victorian Drivers Licence is required, and a copy is to be provided before any expiry date. The position may require travel throughout the state of Victoria and occasional interstate travel.
- Reasonable and valid evidence that you have received both the first dose and second dose of a COVID-19 vaccine is required and any booster shots when required. We note that evidence must be derived from a record of information that was made under, or in accordance with, the Australian Immunisation Register Act 2015 (Cth). This may include a letter from a medical practitioner, a certificate of immunisation or an immunisation history statement obtained from the Australian Immunisation Register. VACCHO will also consider a current medical certification from a medical practitioner that an employee is unable to receive both doses due to a medical contraindication or acute medical illness, but VACCHO will have absolute discretion as to whether or not to accept this exception – after genuinely considering its duty of care and legislative obligations to all workers and visitors.

Key Selection Criteria

- Tertiary qualification in statistics, epidemiology, public health, health data science, health information or in a related discipline or equivalent experience in business analysis/ data interpretation.
- Practical experience with modern analytical tools such as Tableau, PowerBI or Qlik Sense
- Familiarity with statistical programming languages such as R, Python, SAS, STATA, SPSS
- Understanding of data modelling and data transformation processes
- Understanding of modern data concepts such as Data Warehousing and Data Lakes
- A proactive approach to managing work in a complex environment, with excellent self-management and other organisational skills.
- Ability to build excellent rapport to enhance acceptance of change and coach/partner with teams that may have lower data literacy.
- Analytical problem-solver, able to anticipate issues and suggest creative ideas or solutions that streamline operations, resolve concerns, and improve efficiency.
- Understanding of health status, and the social determinants of health.
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times.
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions, and deadlines.

Desirable

- 6 – 12 months practical experience with Microsoft Azure.
- Identifies as Aboriginal and/or Torres Strait Islander.
- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.
- Demonstrated ability to work with Aboriginal organisations, communities, and individuals in culturally appropriate ways as well as mainstream health organisations.

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Position Description Acceptance

I have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

SIGNED by the EMPLOYEE

.....
Signature: Name: Date:

SIGNED by the MANAGER

.....
Signature: Name: Date:

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