NADA Position Description: Data Analyst

About NADA

The Network of Alcohol and other Drugs Agencies (NADA) is the peak organisation for the non government alcohol and other drugs sector in NSW. Our vision is a connected and sustainable sector providing quality evidence based programs to reduce alcohol and drug related harms to NSW communities.

NADA's goal is to lead as a member driven peak body, building sustainable non government alcohol and other drug organisations to reduce alcohol and drug related harms to individuals, families and communities in NSW.

We represent over 100 organisational members that provide a broad range of services including health promotion and harm reduction, early intervention, treatment, and after-care programs. Our members comprise of services that are diverse in their structure, philosophy and approach to drug and alcohol service delivery. NADA provides a range of programs and services that focus on sector and workforce development, information management, governance and management support, sector representation and advocacy, as well as actively contributing to public health policy.

NADA Values

Integrity	NADA operates with fairness and transparency to maintain an independent voice
Respect	NADA is respectful of the culture, views and experiences of the sector
Inclusion	NADA values diversity and ensures our approach is equitable and accessible
Collaboration	Collaboration is central to NADA's operation

Position summary

The purpose of this position is to focus on client data from the specialist alcohol and drug treatment services that are NADA members utilising NADAbase. The application of any analysis will be to inform NADA in their support and promotion of quality and evidenced-informed care provided by NADA members. In addition, the focus of the role will be the translation of data analysis and construction of reports that provide insights able to be disseminated to a broad audience.

NADA OPERATIONAL STANDARDS	
MINIMAL STANDARD EXPECTED	**APPLIES TO**
Ensure NADA service operations comply with all relevant legislation, regulatory and reporting requirements by regular monitoring, actioning and updating of the compliance register	All
Ensure provision of a safe workplace, and full compliance with all NADA WHS policies, management system requirements and participate in the annual evacuation procedure and/or any other safety activities as required.	All
Ensure full compliance with all NADA policies and procedures.	All

Ensure behaviours and approaches are aligned with, and demonstrated in execution of position responsibilities in line with the NADA values (see above).	All
Ensure service operations comply with all relevant legislation, regulatory and reporting bodies including the Quality Improvement Council (ASES) and ensure relevant quality improvement tasks are at all times kept up to date.	All
Ensure familiarisation and compliance with the corporate decisions making processes and be aware of all areas of responsibility with regard to the Quality Improvement Staff Port-folio Standards/Policy allocations.	All
Adherence to NADA Code of Conduct and Ethics for staff and volunteers.	All
Ensure compliance and respect for diversity as it applies to the workplace and to the broader NADA business processes and service delivery activities (Diversity Policy).	All
Ensure that NADA aims, values and ethics are actively communicated through all business documentation and interaction with members and stakeholders.	All
Ensure that every effort has been made to attend mandatory training in cultural awareness as it becomes available and in alignment with the Human Resources Policy 5.3	All
Ensure all internal and external communications consistently reflect NADA's values ethics goals and principles.	All

POSITION TITLE	NADA Data Analyst
Date of this position description	4th September 2019
Position type	Part-time- 30.4 hours per week (days to be negotiated) 12 month term with view to extend
Location	Suite C Level 3, 140 William Street, Woolloomooloo, NSW
Salary	Based on NADA salary scale for Data Analyst position, plus superannuation and eligibility for salary packaging
Reporting relationships	• Reports directly to Clinical Director • May supervise students and volunteers
Other working relationships	• Works closely with all NADA staff • Develops relationships with NADA members • Liaise with external stakeholders, suppliers, consultants, business, and government • Works with the broader NADA staff team to deliver organisational outcomes
Strategic priority	• Develop and promote an advocacy agenda informed by consultation, evidence and practice based research, as well as current political and public health policy and planning • Position the sector as providers of quality, innovative and evidence based treatment and harm reduction services • Build the capacity of the sector with an approach that is planned, responsive and informed by evidence and practice wisdom • Support the workforce to enhance clinical and therapeutic skills, measure client outcomes, and promote a culture of workforce wellbeing

FUNCTION AREA	Key tasks	Performance indicators
NADAbase Data Management	• Data interpretation and analysis • Provision of reports for submission to key stakeholders • Conduct data quality checks • Develop relevant policies, protocols, data plans and add to NADAbase data dictionary as required to support data governance, management, access, analysis and reporting • Work with NADA members and stakeholders to understand their data	
Research	• Provide support in NADA research endeavours for the benefit of the sector and the clients NADA members serve • Take a leadership role in conducting research studies, considering data security, data governance, broader research ethics	

	• requirements as well as collection, cleansing, structuring and data extraction • Assist NADA to write up research projects with potential for publication in NADA resources and peer-reviewed literature	
Promotion and Representation	• Promote NADA's data beyond the NGO AOD sector • Represent and contribute on reference groups and committees	
Quality improvement	• Contribute to a culture of quality improvement (QI) and ongoing organisational development • Work with the QI coordinator in the development, implementation and review of internal systems, policies and procedures	• Leadership and participation of QI activities
Work health and safety	• Identify, lead and participate in work health and safety activities (including fire safety and first aid)	• High standard of WHS practice across NADA
Team development	• Actively participate in project, program, team and organisational development activities	• Cooperative team work contributing to organisational development
Practice development	• Participate in work plan review, supervision and performance and development processes with identified supervisor	• Documented work plans demonstrating progress against activity and achievements • Annual performance and development reviews

SKILLS AND EXPERIENCE REQUIRED (selection criteria)	**Essential** • Tertiary qualification in information technology, computer science, data analytics, health informatics or similar related health or social science qualification • 3 years' experience in data analysis in the health or human services field in a similar data analyst role • Strong knowledge and experience using at least Structured Language Query (SQL) and Microsoft Power Business Intelligence, Excel and related statistical packages • Ability to translate statistical analysis into reports and snapshots for dissemination to a broad audience • Proven ability to work independently and contribute effectively as a team member • Strong communication skills, both verbal and written. **Desirable** • Experience with the Alcohol and Other Drug (AOD) sector

Verification	
We have read this position description and are satisfied it accurately describes the position and agree to the position description.	
Position holder's name	
Signature	
Date	
CEO (or nominee) name	
Signature	
Date	