



Position Description

Research and Data Analytics Advisor

At the City of Port Phillip, we aim to put our community first. Community first is a mindset that we bring to everything we do. It encourages us to look through the eyes of community, work collaboratively across the organisation and with our community, to improve outcomes, value for money and service.

The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

Child Safe Standards

City of Port Phillip is a child safe organisation that has zero tolerance to child abuse. City of Port Phillip is creating an organisational culture of child safety, ensuring all staff, volunteers and contractor understand and abide by their responsibilities in protecting all children and young people from mistreatment or abuse.

POSITION TITLE: Research and Data Analytics Advisor

AWARD CLASSIFICATION: Band 7

DEPARTMENT: Community Building and Inclusion

DIVISION: Community and Economic Development

DATE APPROVED: September 2020

APPROVED BY

ORGANISATIONAL RELATIONSHIPS:

REPORTS TO: Head of Integrated Community Service Planning and Review

SUPERVISES: Nil

INTERNAL LIAISONS: Council Employees and Managers, Executive Team and Councillors

EXTERNAL LIAISONS: Government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

POSITION CONTEXT

The primary purpose of this position is to provide high-level expertise in data collection, analysis, forecasting and reporting and deliver quality research outcomes to inform City of Port Phillip policies, strategies, action plans, infrastructure provision and program and service delivery.



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The role of the Research and Data Analytics Advisor ensures an evidence-based approach to policy development, priority setting and decision making, by the organisation and the wider community. This position will work collaboratively across Council and combine a thorough understanding of research methods and data management and analysis.

The role requires:

- A critical thinker to understand and forecast changes to the city and the community, and to provide a strong evidence base to inform Council business and the policies / strategies needed to manage complex issues,
- An excellent communicator with the ability to effectively articulate complex information to different audiences,
- A strong researcher and data analyst, able to work with and on behalf of a wide range of internal and external stakeholders,
- An experienced project manager who can ensure delivery of agreed initiatives.

POSITION OBJECTIVES

- Ensure Council research projects are rigorous, consistently at a high standard and aligned with the requirements of the Council Plan.
- Identify trends and potential impacts on the community to inform service planning and advocacy by identifying, analysing and interpreting a range of data sources
- Build organisational capability and capacity in the use of data and research to inform policy development and program design
- Monitor current trends and new innovative ideas in research, data analysis, and city management, including those related to 'Smart Cities' and Internet of Things (IoT), big data, open data and open source technology, reproducible research, analytics and machine learning.
- Promote and maintain stakeholder relationships with various internal and external stakeholders to ensure effective and efficient use of data and research.



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KEY RESPONSIBILITY AND DUTIES

- Develop, maintain and promote a suite of profiles that explore current and forecast community needs and evaluate the effectiveness of services in meeting community needs across each life-stage, cohorts of interest and neighbourhood.
- Undertake collection and analysis of data, including literature reviews, research and survey design and data collection to assist the planning and review of community service delivery.
- Provide specialist advice on:
 - Data sourcing, legitimacy, analysis, interpretation and reporting, to support evidence-based strategic policy and program evaluation.
 - Appropriate research and evaluation techniques that strengthen Council's ability to shape and influence community building and wellbeing.
- Coordinate the development and maintenance of data resources and provide advice on purchases of data and data handling systems.
- Develop and maintain appropriate databases; and apply appropriate and creative techniques to maximise data legibility and accessibility for use by various Council departments including use of spatial databases and GIS system.
- Provide evidence and data to support Council responses and inputs into submissions, and external authorities and agencies projects, strategies and policies.
- Scope, manage and deliver specific programs and ongoing activities related to community engagement, including survey research.
- Undertake other duties as directed, commensurate with the skills and expertise expected of this role

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Review and provide input into Council's social policies and programs to assess capacity to respond to changing and emerging needs in the community. Provide formal recommendations on changes to policy and service delivery.
- Initiate, develop and undertake social research within the Port Phillip community.
- Develop and manage budgets for research projects within the limit of delegated financial authority.
- Manage contracts and service agreements to ensure requirements of any such contracts and agreements are met within agreed resources and timeframes
- Conduct public meetings held as part of community-based research. Ensure the engagement of all relevant stakeholders in meetings so that research is representative of the diversity of views within the community. Manage conflicting viewpoints to ensure that meetings are conducted in a professional manner



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- In the context of developing a strategic analysis of demographic and other data, represent significant issues relating to community activity, interface with Councillors and/or enquiries and input from key decision makers in the community.
- The position will represent Council in public meetings and when undertaking community consultation. The position will make formal recommendations and decisions on a range of social planning matters. Decisions and actions have a significant effect on the programs or projects being managed or on the public perception of the wider organisation. The freedom to act is governed by policies, objectives and budgets with a regular reporting to ensure achievement of goals and objectives.

JUDGMENT AND DECISION MAKING

- Gather and analyse and collate demographic and other information to make formal recommendations on Council's approach to addressing social issues
- Develop and undertake research and consultation with the local community. Determine the most appropriate format(s) to engage with different community members. Ensure that research reflects the views of all stakeholders.
- Exercise judgment in the application of research methods and the analysis of data. Draw from a wide range of established research methods to identify the most effective approach to analysing social issues within the municipality. Report on the outcomes of research. Guidance and advice is not always available within the organisation.

SPECIALIST SKILLS AND KNOWLEDGE

- Highly developed skills in social research and analysis including experience with ABS Table Builder.
- Strong understanding of role and the range of services provided by local government and their impact on health and wellbeing.
- Knowledge of the policies of State and Federal Government, which impact on the capacity of local government to provide community services.

MANAGEMENT SKILLS

- Time management skills. Ability to assess and manage competing priorities to ensure that research projects are completed in a timely manner.
- Ability to manage consultants to deliver projects to scope, budget and timelines.
- Ability to identify and manage conflicting viewpoints when undertaking community-based research, to ensure that all stakeholders can have input into research projects
- Ability to advise, support and inform senior management.

OCCUPATIONAL HEALTH & SAFETY

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work



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- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes
- Participate as appropriate in an early and safe return to work program after a workplace injury
- Participate in the improvement of health and safety, including incident investigations and risk management processes
- Maintain knowledge of OHS issues relevant to your work

INTERPERSONAL SKILLS

- Ability to liaise and consult with a range of stakeholders in order to establish and maintain effective relationships within the community, as well as be able to discuss specialist matters
- Ability to develop relationships with equivalent positions in other local government authorities to inform the development of Council's social planning
- Excellent written and oral communication skills
- Ability and preparedness to work in a team environment.
- Ability to understand and work with people of differing abilities.
- Ability to handle enquiries with tact, diplomacy and clarity.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in social science or a related field and at least four years relevant experience
- Knowledge and experience in implementing social planning projects, including conduct of research, analysis of a diverse range of data and consultation with community members and other local stakeholders.
- A sound understanding of local government processes and their impact on social outcomes and community wellbeing.
- Experience in the use and analysis of demographic data to forecast social trends, model the potential outcomes of policy change and evaluate the effectiveness of policies and services.

KEY SELECTION CRITERIA

- Bachelor's degree in social science or a related field and at least four years relevant experience
- A demonstrated capacity to apply quality analytical skills to a range of economic, social, cultural, environmental and urban planning issues.
- A good working knowledge of ABS Table Builder, Microsoft Excel, Microsoft Access, SPSS or equivalent, and Geographic Information Systems (GIS), specifically ArcGIS.



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- Demonstrated experience in the use of data and research in report writing and presentations to influence positive outcomes.
 - Good interpersonal and communication skills, the ability to build and maintain relationships, provide clear advice, negotiate effectively, and interact with a broad range of staff, the private sector and other stakeholders.

Desirable Criteria

- Graduate degree in Public Policy, Data Science, Analytics, Geospatial Sciences or other related field is desirable but not essential.
- Experience with technical software packages such as QGIS, Intramaps, TerraExplorer, FME, Rstudio, and Microsoft SQL Server and/or with programming environments including SQL, R, Python, and Javascript are desirable but not essential.