



## POSITION DESCRIPTION

|                       |                             |
|-----------------------|-----------------------------|
| <b>Position Title</b> | Data and Evaluation Officer |
| <b>Location</b>       | Darwin                      |
| <b>Closing Date</b>   | 27 January 2025             |

## ABOUT NAAFLS

NAAFLS is an Aboriginal Community Controlled Organisation (ACCO) and independent Family Violence Prevention Legal Service (FVPLS).

We are the only victim-based Aboriginal legal service in remote communities in the Top End region of the NT.

We have offices in Darwin (Larrakia land), Katherine (Jawoyn, Dagoman and Wardaman land) and Nhulunbuy (Yolŋu land), and service over 40 remote communities within the Top End region spanning from the Tiwi Islands down to Lajamanu, Wadeye across to Borroloola. We provide culturally sensitive legal advice, assistance, representation, and support to Aboriginal and Torres Strait Islander people in Top End communities who have experienced domestic, family, and sexual violence.

We offer a holistic and culturally appropriate model of service which sets us apart; seeking practical community-based solutions to the most complex legal problems.

Our primary practice areas are family law, child protection, and domestic violence; though we frequently intervene in coronial inquiries, parliamentary inquiries, and other administrative or criminal proceedings as required.

## ABOUT THE ROLE

This newly created position will manage the administration of NAAFLS electronic records and statistical information system, Actionstep. This system is used for file management of legal and non-legal support files and to capture statistical information relating to client demographics, stakeholder engagement and the provision of community legal education sessions. The Data and Evaluation Officer will administrate Actionstep, leading further research and development of data capture and reporting through this system.

The Data and Evaluation Officer will work in conjunction with the Executive Team at NAAFLS to contribute to the evidence-base of NAAFLS work through research and evaluation activities.

## KEY RESPONSIBILITIES

1. Manage the administration of NAAFLS electronic records and data system, Actionstep.
2. Support the analysis, interpretation and reporting on data.
3. Ensure staff are adequately trained/ informed on data collection needs.
4. Collaborate with similar FVPLS services to ensure consistent information is collected across the sector.
5. Implement systems and processes to improve data collection within the organisation.
6. Participate in meetings, workshops and planning sessions.
7. Undertake training/professional development.
8. Promote and maintain safe work practices in accordance with NAAFLS WH&S Policies and Procedures.
9. Provide support on various projects.
10. Undertake other duties as reasonably directed.

## DUTIES

1. Manage the administration of NAAFLS electronic records and statistical information system.
2. Improve data collection and reporting tools, systems, and processes to streamline our evaluation capabilities.
3. Build and foster collaborative relationships with other agencies and stakeholders to share information and promote sector learning.
4. Work closely with NAAFLS teams to support data collection, analysis, and continuous improvement processes.
5. Translate complex data into impactful visuals and reports that highlight NAAFLS work, providing insights for advocacy, service development, and organisational communications.
6. Work with other team members to implement new and/or adapt existing work methods to improve data collection and reporting.
7. Identify and respond to changing needs of service delivery teams and managers.
8. Contribute to the ongoing development and maintenance of processes and procedures.
9. Participate in organisational wide meetings, workshops and planning sessions as required.
10. Adhere to NAAFLS policies and procedures.
11. Build a positive culture within the service which is aligned with NAAFLS' values and Strategic Plan.
12. Undertake training/professional development as required.
13. Maintain safe work practices in accordance with NAAFLS WH&S Policies and Procedures.
14. Undertake other duties as reasonably directed.

## SELECTION CRITERIA

### Essential

1. Relevant tertiary qualifications (Degree in relevant discipline) and/or experience is essential.
2. Highly organised and thorough, with a strong attention to detail.
3. Understanding of diverse qualitative and quantitative research methodologies and evaluation approaches.
4. Demonstrate experience in monitoring, analysing, interpreting and reporting on data, including the use of tools such as client databases and systems.
5. Possess effective communication skills to visualise data in a way that tells a story about NAAFLS work and impact.
6. Ability to handle sensitive information with integrity and maintain confidentiality at all times.
7. Excellent organisational and time management skills with the ability to prioritise tasks and respond appropriately to demands and challenges.
8. Proven ability to communicate effectively and sensitively with Aboriginal and/or Torres Strait Islander people in a service delivery environment.
9. Ability to perform as a reliable, productive and constructive team member and the ability to also work autonomously.
10. Must obtain a Working With Children Clearance (WWCC) and a clear Criminal History Check.
11. Possess a current 'C' Class NT Drivers Licence.

***Please note: Applications for this position must address the selection criteria in a one-page summary sheet outlining how you meet the selection criteria and send this with your current resume/cv to [hr@naafils.com.au](mailto:hr@naafils.com.au)***



## EMPLOYMENT CONDITIONS

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|--|---|
| <b>Position Title</b>                    | Data and Evaluation Officer   |
| <b>Location of Employment</b>            | Darwin  |
| <b>Reports To</b>                        | Chief Operating Officer   |
| <b>Probationary Period</b>               | 6 months  |
| <b>Employment Type</b>                   | Full-time ongoing position ( <i>subject to funding</i> )  |
| <b>Hours of work</b>                     | Monday to Thursday 8:15am – 4:30pm, Friday 8:30am – 4:00pm  |
| <b>SCHADS Award Level</b>                | Classification Level 5/1  |
| <b>Remuneration</b>                      | Salary \$97,377.80 to \$101,787.92 per annum  |
| <b>Salary Packaging</b>                  | Equivalent salary range with packaging approx. \$106,439 to \$110,850 per annum<br><i>As a Public Benevolent Institution (PBI) NAAFLS can offer up to \$15,899 per annum of the salary, Tax-free as a fringe benefit (conditions apply).</i>  |
| <b>Superannuation</b>                    | 11.5%   |
| <b>Leave Entitlement</b>                 | 6 weeks per annum plus 17.5% leave loading  |
| <b>Personal/Carer's leave</b>            | 15 days per annum   |
| <b>Equipment supplied</b>                | <ul style="list-style-type: none"> <li>• Laptop</li> <li>• iPhone</li> <li>• Uniforms</li> </ul>  |
| <b>Additional benefits</b>               | <ul style="list-style-type: none"> <li>• Time off in Lieu of Overtime</li> <li>• Travel Allowance</li> <li>• Individual training budget of \$1,000 annually</li> <li>• Paid parental leave applicable to Primary or Secondary Carer (<i>6 weeks' paid after 12 months service</i>)</li> <li>• Study Leave</li> <li>• Defence Leave</li> </ul> |
| <b>Mandatory employment requirements</b> | <ul style="list-style-type: none"> <li>• Obtain a working with children clearance (WWCC)</li> <li>• Obtain a clear Criminal History Check</li> <li>• Possess a current 'C' Class NT Drivers Licence</li> </ul>  |
| <b>Conditions of Employment</b>          | <ul style="list-style-type: none"> <li>• Social, Community, Home Care and Disability Services Industry Award 2010</li> <li>• National Employment Standards</li> <li>• Fair Work Act</li> </ul>  |