



NADA Position Description: Business Analyst (Data)

POSITION OVERVIEW	
Date of this position description	July 2024
Position type	Part-time – 30.4 hours per week Flexibility across Monday to Friday
Location	Suite B, Level 3, 140 William Street, Woolloomooloo, NSW
Salary	Based on NADA salary scale of the Research Officer role p/a, plus superannuation and eligibility for salary packaging
Reporting relationships	<ul style="list-style-type: none"> • Reports directly to Senior Research Officer
Other working relationships	<ul style="list-style-type: none"> • Works closely with Program Services staff to coordinate and align project implementation • Develops relationships with NADA members, including the NADA Research and Data Reference Group (NDRAG) and First Nations Research and Data Reference Group • Will work in collaboration with research organisations and networks • Liaises with external stakeholders, suppliers, consultants, businesses, and government • Works with the broader NADA staff team to deliver organisational outcomes
Strategic Priority	<ul style="list-style-type: none"> • Supporting NADA's advocacy agenda related to data in the NGO AOD sector • Supporting NADA and NGOs with the collection, analysis and reporting of quality data to demonstrate treatment outcomes - through NADAbase and other support mechanisms • Promoting and contributing to sector-led research, evaluation and practice - through various partners, networks, forums and communication channels.
Position summary	<p>This position will support data collection and management in line with NADA's strategic plan and NADAbase documentation – NADAbase is NADA's online data system to support members. Key responsibilities include member support, managing data requests and exports, and providing manual data handling support. This position will collaborate closely with members and reporting agencies to address data quality issues and support the Senior Research Officer in capturing data for new programs/services. Additionally, this position manages ad hoc data and reporting requests from stakeholders, supports internal data needs, and contributes to the implementation of NADA's comprehensive data strategy.</p>



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 for improved health and well-being through access to a connected non-government alcohol and other drug sector that is resourced to deliver quality services.

NADA's purpose is to lead, strengthen and advocate for the NSW non-government alcohol and other drug sector. 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.

We represent 80 organisational members that provide services in over 100 locations across NSW 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 Values

Inclusion	NADA values diversity, and we promote equitable and accessible approaches.
Integrity	NADA values respect, fairness, and transparency, whilst maintaining an independent voice.
Innovation	NADA values innovation and we strive to take courageous action to continuously improve policy and practice, encourage curiosity, and generate solutions.

Key Responsibilities/accountabilities

FUNCTION AREA	Key tasks	Performance indicators
Business analyst	<ul style="list-style-type: none"> Act as primary resource to NADAbase users in relation to data support including data requests, exports, and manual data handling support. Liaise with reporting agencies, including requests to resolve data quality issues and missing data Support the Senior Research Officer in setting-up new programs/services in NADAbase and other related requests Manage <i>ad hoc</i> data and reporting requests from members and stakeholders, where appropriate Support data requests from NADA staff, and cooperate with them to support data-related reporting, communication and stakeholder engagement Support the creation of a plan of action specific to NADA members to improve data quality and outcomes to support evaluation Be a key participant in a broad stakeholder consultation process to inform research, 	<ul style="list-style-type: none"> Demonstrated contribution to NADA member data support and data maintenance Timely completion of member support tasks and data requests from NADA staff Positive feedback from NADA members, NDARG and stakeholders



	including creating linked data to support multi-domain AOD program evaluation	
Provide support in line with ethical and practice guidelines, and other technical documentation	<ul style="list-style-type: none"> • Support establishing work intake models and data governance practices in line with NADA's data governance documentation. • Contribute to the consultative establishment of business rules for the creation of new or enhanced variables in the NADABase, and potentially linked-data, such that they have the scope to lead to improved outcomes and critical post-evaluation insights. • Write ethics applications to create data assets to support AOD program evaluation and insight generation • Provide advice and data in line with NADA documentation, ethical and research conduct guidelines and requirements 	<ul style="list-style-type: none"> • Data requests and provision adhere to ethical and member user agreement documentation • Production of purpose fit stakeholder engagement, documentation and ethics applications
Project management	<ul style="list-style-type: none"> • Provide project management support relating to NADABase and NGO AODTS data, including liaising with IT provider in delivery and maintenance of NADABase • Provide project related communication to members, funders and other stakeholders • Monitoring and reporting relating to NADABase and other research and data initiatives 	<ul style="list-style-type: none"> • Data projects meets member's knowledge and capacity development needs
Relationships and partnerships	<ul style="list-style-type: none"> • Facilitate relationships, partnerships and joint ventures between NADA and stakeholders • Liaise with external consultants as required and ensure contractual compliance, particularly NADABase consultants • Support NADA members to develop relationships and partnerships within the sector and with other parties, particularly with NADA reference group members 	<ul style="list-style-type: none"> • A range of relationships and partnerships developed and maintained • Positive member and stakeholder feedback on relationship management
Quality improvement	<ul style="list-style-type: none"> • 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 <p>Understands relevant policy, and the strategic policy frameworks that inform organisational development</p>	<ul style="list-style-type: none"> • Leadership and participation of QI activities • Identify and respond to areas for improvement in self and organisational practice
Work health and safety	<ul style="list-style-type: none"> • Understand and comply to organisational policies and procedures relating to Work Health & Safety, and contributing to a safe work environment 	<ul style="list-style-type: none"> • High standard of WHS practice across NADA



Team development	<ul style="list-style-type: none"> • Contribute to team and organisational effectiveness in a manner consistent with NADA's vision, values and mission. • Participate in staff meetings, team and program and organisational development activities 	<ul style="list-style-type: none"> • Collaborative team work • Positive contribution to organisational development and culture
Practice development	<ul style="list-style-type: none"> • Participate in work plan review, supervision and performance and development processes with identified supervisor • Engage in continuing professional development 	<ul style="list-style-type: none"> • Documented workplans demonstrating progress against activity and achievements • Annual performance and development reviews • Reflects on professional performance with a view to improving outcomes

The NADA operational standard is outlined below. The following expectations apply to all NADA staff and should be reviewed in conjunction with the position's key accountabilities.

- Ensure NADA service operations comply with all relevant legislation, regulatory and reporting requirements by regular monitoring, actioning and updating of the compliance register
- 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.
- Ensure full compliance with all NADA policies and procedures.
- Ensure behaviours and approaches are aligned with and demonstrated in execution of position responsibilities in line with the NADA values (see above).
- 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.
- 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.
- Adherence to NADA Code of Conduct and Ethics for staff and volunteers.
- 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).
- Ensure that NADA aims, values and ethics are actively communicated through all business documentation and interaction with members and stakeholders.
- 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 4.3.
- Ensure all internal and external communications consistently reflect NADA's values ethics goals and principles.

Key challenges

- Providing a prompt, courteous and effective service to members and staff in an environment of competing priorities and expectations.
- Meeting the needs of diverse data needs of members while balancing the expectations of policy makers
- Working alongside staff, external stakeholders and any challenging issues in a professional manner that maintains confidentiality and discretion
- Growing and maintaining professional development and standards commensurate with the role



<p>SKILLS AND EXPERIENCE REQUIRED (Selection criteria)</p>	<p>Essential</p> <ul style="list-style-type: none"> • Relevant tertiary qualifications and/or professional experience. For example, graduate or post-graduate qualifications in Health Management or equivalent • Demonstrated experience in evaluating public health, integrated care, alcohol and other drug (AOD) interventions or similar, with an emphasis on quantitative metrics from a data management, reporting, communication, organisational and business analysis perspective. • Application of research ethics and data governance processes and systems • Understanding of the non-government alcohol and other drugs (or broader health and community services) sector, and factors that may influence service delivery, operations and data capacity development • Competency and experience in project management with excellent organisational and time management skills with the ability to balance competing priorities to ensure deadlines are met • Demonstrated problem-solving skills with clear, structured and focused written and verbal communication skills to range of audiences • Demonstrated ability to liaise with staff and stakeholders in a friendly and professional manner, and the ability to work independently in a collaborative multidisciplinary setting <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of AOD, mental health or related data collections and/or service delivery • Experience working with linked data, especially including health data collections
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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	

