

## NADA Position Description: Data Analyst

POSITION OVERVIEW	
<b>Date of this position description</b>	July 2025
<b>Position type</b>	Part-time – 22.8 hours per week. Flexibility across Monday to Friday.  Working a maximum of 52 weeks, under a fixed-term employment contract for a parental leave replacement.
<b>Location</b>	Suite B, Level 3, 140 William Street, Woolloomooloo, NSW, 2011
<b>Salary</b>	Based on NADA salary scale for Level 4, (based on the Social, Community, Home Care and Disability Services Industry Award 2010), plus superannuation and eligibility for salary packaging
<b>Reporting relationships</b>	<ul style="list-style-type: none"> <li>• Reports directly to Senior Research and Data Officer</li> </ul>
<b>Other working relationships</b>	<ul style="list-style-type: none"> <li>• Works closely with Program Services staff to coordinate and align project implementation</li> <li>• Develops relationships with NADA members, including the NADA Research and Data Reference Group (NDRAG) and First Nations Research and Data Reference Group</li> <li>• Will work in collaboration with research organisations and networks</li> <li>• Liaises with external stakeholders, suppliers, consultants, businesses, and government</li> <li>• Works with the broader NADA staff team to deliver organisational outcomes</li> </ul>
<b>Strategic Priority</b>	<ul style="list-style-type: none"> <li>• Supporting NADA's advocacy agenda related to data in the NGO AOD sector</li> <li>• Supporting NADA and NGOs with the collection, analysis and reporting of quality data to demonstrate treatment outcomes - through NADAbase and other support mechanisms</li> <li>• Promoting and contributing to sector-led research, evaluation and practice - through various partners, networks, forums and communication channels.</li> </ul>
<b>Position summary</b>	The data analyst will support the delivery, maintenance and continuous improvement of NADA's online data system– <a href="#">NADAbase</a> , consistent with NADA strategic plans and data governance framework. This position acts as the primary technical contact person for NADAbase users, providing expertise in data extraction, reporting, and troubleshooting. The role requires strong SQL skills, experience with business intelligence (BI) tools, and a collaborative approach to ensuring high data quality, NADAbase usability, and responsiveness to stakeholder needs.

## 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 85 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

<b>Inclusion</b>	NADA values diversity, and we promote equitable and accessible approaches.
<b>Integrity</b>	NADA values respect, fairness, and transparency, whilst maintaining an independent voice.
<b>Innovation</b>	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
<b>Data analyst</b>	<ul style="list-style-type: none"><li>Act as the primary contact for NADABase users, providing technical support for data access, reporting, exports, and <i>ad hoc</i> data queries using SQL and BI tools.</li><li>Maintain up-to-date documentation of data processes, queries, and support interactions to ensure transparency and reproducibility.</li><li>Use advanced SQL skills to extract, clean, and analyse data across multiple systems to meet internal and external data requests.</li><li>Collaborate with reporting agencies to identify, troubleshoot, and resolve data quality issues and missing data.</li><li>Support the Senior Research and Data Officer with the implementation of new programs/services in NADABase, including setting up data structures and ensuring data integrity</li><li>Manage and prioritise <i>ad hoc</i> reporting requests from members and stakeholders, ensuring accuracy and timely delivery</li></ul>	<ul style="list-style-type: none"><li><i>Ad hoc</i> and scheduled data requests are completed within agreed timeframes and with a high degree of accuracy</li><li>Positive feedback from members, staff, and external partners regarding data support, communication, and responsiveness</li><li>Efficient support provided for the onboarding of new programs or services in the NADABase, including minimal disruption and errors.</li><li>SQL scripts and outputs are efficient, accurate, and reusable, with minimal errors or need for revision.</li><li>Up-to-date and clear documentation of data processes, queries, and</li></ul>

	<ul style="list-style-type: none"> <li>• Work closely with NADA staff to support data-informed reporting, communications, and stakeholder engagement activities</li> <li>• Contribute to the development of tailored action plans for NADA member organisations to improve data quality, consistency, and evaluation outcomes.</li> <li>• Participate in stakeholder consultations to inform continuous improvement in data collection, analysis, and reporting processes.</li> </ul>	support procedures is maintained and accessible
<b>Provide support in line with ethical and practice guidelines, and other technical documentation</b>	<ul style="list-style-type: none"> <li>• Support the development and implementation of work intake models and data governance practices in line with NADA's data governance framework.</li> <li>• Contribute to the consultative development of validation checks for new or enhanced variables in the NADAbase (including linked-data) to support improved treatment outcomes and post-evaluation insights.</li> <li>• Develop and maintain fit-for-purpose documentation to support stakeholder engagement, data access, and ethical review processes</li> <li>• Ensure data requests, extraction, and sharing are compliant with NADA organisational, ethical, and governance requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Work intake models and data governance practices are implemented in line with internal guidelines and show evidence of uptake across teams</li> <li>• Validation checks for new variables in NADAbase are developed collaboratively and are well-documented, with demonstrated impact on data quality or evaluation utility</li> <li>• Positive feedback from internal teams and stakeholders on the clarity and appropriateness of ethical and governance advice</li> </ul>
<b>Project management</b>	<ul style="list-style-type: none"> <li>• Support project management relating to NADAbase and NGO AODTS data, including liaising with IT providers in delivery and maintenance of NADAbase</li> <li>• Communicate project updates to NADA members, funders and other stakeholders</li> <li>• Monitor and report on NADAbase initiatives and related data projects</li> </ul>	<ul style="list-style-type: none"> <li>• Data projects address member's knowledge and capacity development needs (through feedback, uptake or training outcomes)</li> </ul>
<b>Relationships and partnerships</b>	<ul style="list-style-type: none"> <li>• Facilitate relationships, partnerships and joint ventures between NADA and stakeholders</li> <li>• Liaise with external consultants as required and ensure contractual compliance, particularly NADAbase consultants</li> <li>• Support NADA members to develop relationships and partnerships within the sector and with other parties, particularly with NADA reference group members</li> </ul>	<ul style="list-style-type: none"> <li>• A range of relationships and partnerships developed and maintained</li> <li>• Positive member and stakeholder feedback on relationship management</li> </ul>
<b>Quality improvement</b>	<ul style="list-style-type: none"> <li>• Contribute to a culture of quality improvement (QI) and ongoing organisational development</li> <li>• Work with the QI Coordinator in the development, implementation and review of internal systems, policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership and participation of QI activities</li> <li>• Identify and respond to areas for improvement in self and organisational practice</li> </ul>

	Understands relevant policy, and the strategic policy frameworks that inform organisational development	
<b>Work health and safety</b>	<ul style="list-style-type: none"> <li>Understand and comply with organisational policies and procedures relating to Work Health &amp; Safety, and contributing to a safe work environment</li> </ul>	<ul style="list-style-type: none"> <li>High standard of WHS practice across NADA</li> </ul>
<b>Team development</b>	<ul style="list-style-type: none"> <li>Contribute to team and organisational effectiveness in a manner consistent with NADA's vision, values and mission.</li> <li>Participate in staff meetings, team and program and organisational development activities</li> </ul>	<ul style="list-style-type: none"> <li>Collaborative team work</li> <li>Positive contribution to organisational development and culture</li> </ul>
<b>Practice development</b>	<ul style="list-style-type: none"> <li>Participate in work plan review, supervision and performance and development processes with identified supervisor</li> <li>Engage in continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>Documented workplans demonstrating progress against activity and achievements</li> <li>Annual performance and development reviews</li> <li>Reflects on professional performance with a view to improving outcomes</li> </ul>

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 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.

<b>SKILLS AND EXPERIENCE REQUIRED</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Tertiary qualifications and/or professional experience in Data Science, Information Systems, Computer Science, or a related field.</li><li>• Advanced SQL skills (complex joins, subqueries, stored procedures) for querying and analysing data across multiple systems</li><li>• Hands-on experience with relational databases (e.g. SQL Server) and understanding of data structures and schemas.</li><li>• Proficiency with reporting and BI tools (e.g. Power BI, Tableau)</li><li>• Familiarity with data governance frameworks and best practices</li><li>• Strong data analysis skills, with the ability to interpret, visualise, and communicate insights clearly</li><li>• Familiarity with the non-government alcohol and other drugs (or broader health and community services) sector, and its impact on service delivery, operations and data capacity</li><li>• Strong organisational and project management skills, with the ability to manage competing priorities and meet deadlines</li><li>• Effective communicator with the ability to engage technical and non-technical stakeholders and work independently or in a cross-functional team</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Master's degree or Graduate Diploma in relevant field</li><li>• Knowledge of AOD, mental health or related dataset collections and/or service delivery</li><li>• Experience in cloud-based data environments (e.g. Azure)</li><li>• Experience in maintaining data integrity, security, and compliance with privacy standard</li></ul>
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Verification	
I have read this position description and understand what is required of me to undertake the responsibilities of the role.	
Position holder's name	
Signature	
Date	
CEO (or nominee) name	
Signature	
Date	