



DATA ANALYST

This specialist role is primarily responsible for client and other data, providing reports to internal and external stakeholders, and uploading data to external portals. This position is also responsible for managing the Client Management and Reporting System (CRMS) system as well as taking point on the working relationship with our CRMS vendor.

DUTIES INCLUDE:

- Liaise with, and provide reports and data analysis from the CRMS to key stakeholders
- Monitor and review the quality of data collections and implement procedures to improve data quality and alert staff of changes in client trends
- Interpret and provide data to inform service evaluation and development
- Co-ordinate software implementation changes with our CRMS vendor
- Manage the relationship with RediCASE vendors as required
- Provide input into up-date and reviews of procedures pertaining to the Client Management and Reporting System
- Develop procedures, guidelines and training material for internal use by Odyssey House NSW staff.

ESSENTIAL SELECTION CRITERIA:

- Degree or post-graduate qualification in Health Informatics, Information Technology or related field
- Demonstrable employed experience in information technology or computer sciences
- Superior knowledge of health-related data collection and experience in data governance processes to ensure consistent and credible analysis methods are utilized
- Experience in software development and management of vendors
- Experience in the use of business intelligence or management reporting
- Proven capability accessing multiple data sources and managing data sets with various sensitivities and constraints
- Understanding of the principles of the Privacy Act and its practical implementation in service delivery
- Well-developed oral and written skills, including report writing and on-time delivery
- Natural collaborative work style operating in a multidisciplinary team
- Commitment to our Mission and Values, WHS, EEO and continuous quality improvement
- Hold a current NSW Driver's License with the capacity to travel between multiple sites
- Hold or have the ability to obtain a current Police Check and Working With Children Clearance
- Unlimited right to work and live in Australia.

ABOUT US:

Odyssey House NSW is a not for profit, multi-site organisation that offers a diverse range of residential and community services for those impacted by the complexities of alcohol and other drug dependency.

The Odyssey House NSW teams are made up of experienced, skilled and motivated professionals who understand the challenges that may be impacting the life and health of individuals, their families, friends and the wider community due to alcohol and other drug dependency.

If you are interested in this role, meet the above criteria and believe you are a great fit for our organisation, apply as per below.

With respect, this position is not open to Agencies.

To apply:

- Include an updated copy of your Resume
- Address the Essential Criteria briefly in a Cover Letter to Margaret Noonan, Director of Planning and Development (HR53)
- Email your application to Margaret@OdysseyHouse.com.au

Odyssey House NSW
www.odysseyhouse.com.au



ODYSSEY HOUSE
NEW SOUTH WALES