

Position Description

POSITIONS DETAILS	Data Analyst
LOCATION:	Ceduna, Port Lincoln, Whyalla, Yalata, Oak Valley or Adelaide
DEPARTMENT:	SAWCAN Operational
REPORTS TO:	Operations Manager, SAWCAN
DIRECT REPORTS:	Nil
DATE UPDATED:	October 2025
HOURS OF WORK:	Full-time – 37.5 hours per week
AWARD CLASSIFICATION:	Health Professionals and Support Services Award 2020 Health Professional—level 4
BASE SALARY	\$117,117.00 per year plus superannuation
ADDITIONAL EMPLOYMENT CONDITIONS:	As described in letter of offer
PROBATION AND PERFORMANCE REVIEWS	Probationary period for this role is 6 months. Performance reviews will occur annually
CONTRACT TIMEFRAME:	Fixed term contract until 18 December 2026

ABOUT SAWCAN
SAWCAN is a partnership consortium consisting of five ACCHOs on the Eyre Peninsula and Far West Coast of South Australia: • Nunyara Aboriginal Health Service in Whyalla • Port Lincoln Aboriginal Health Service in Port Lincoln • Yadu Health Aboriginal Corporation in Ceduna • Tullawon Health Service in Yalata • Oak Valley Health Service in Oak Valley Together, the five member ACCHOs provide comprehensive primary health care to over 5,500 Aboriginal people in a region from Whyalla, west to the WA border (approx. 1,300km geographical distance). The purpose of SAWCAN is to work collaboratively as a region to: • Build capacity within the region to achieve improved health and wellness outcomes for Aboriginal people • Demonstrate a strengths-based approach to achieving large scale solutions • Share and co-operate with each other to utilise each other's skills, experience and specialist knowledge • Leverage opportunities by advocating as one voice

- Become a central point of contact that provides advice and direction to external parties on any Aboriginal specific funds and programs coming into our region as it relates to health and wellbeing
- Act as a point of truth telling and supporting each other

KEY POSITION OBJECTIVES

The Data Analyst is responsible for leading all data management, analysis and reporting functions across SAWCAN and its Partner Organisations.

This role strengthens regional data governance, supports evidence-based decision-making and develops visual tools that make complex information accessible for both operational and strategic use.

Key objectives include:

- Developing and maintaining a regional Power BI data aggregation system that integrates de-identified datasets from Partner Organisations.
- Designing and maintaining interactive dashboards and analytical reports to support regional planning, evaluation and performance monitoring.
- Developing and maintaining data sharing agreements across the five ACCHOs to support safe, ethical and Aboriginal-led data exchange.
- Building systems, processes and tools that embed Indigenous Data Sovereignty principles into everyday practice and decision-making.
- Developing systems and processes for capturing and managing internal SAWCAN program data, ensuring consistency, accuracy and alignment with evaluation framework.

KEY PERFORMANCE INDICATORS AND RESPONSIBILITIES

Data integration and management

- Develop and maintain regional data aggregation tools using Power BI, SQL and other business intelligence systems
- Build automated data pipelines from ACCHO data sources (e.g. Communicare, Excel, SharePoint)
- Design and implement a centralised internal SAWCAN data capture system to record program activities, outputs and outcomes.
- Ensure all data management aligns with Indigenous Data Sovereignty and Aboriginal-led governance frameworks
- Develop and maintain data sharing protocols and agreements in consultation with each of the five SAWCAN Partner Organisations
- Maintain documentation including metadata and process maps
- Work with IT providers to ensure secure data storage, access controls and scheduled backups

2. Data analysis and reporting

- Analyse regional and internal SAWCAN data to identify trends, strengths, and areas for improvement.
- Produce regular and ad-hoc reports, visual summaries and dashboards for SAWCAN, Board and partner ACCHOs

- Translate complex data into practical insights that support advocacy, planning and funding proposals.
- Monitor trends and key performance indicators to inform decision-making and continuous improvement
- Develop visual tools that communicate key outcomes and priorities in accessible, community-friendly formats.

3. Data Governance and Indigenous Data Sovereignty

- Lead efforts to operationalise Indigenous Data Sovereignty principles across all SAWCAN data processes
- Embed Indigenous governance in data workflows, decision-making and reporting systems
- Work with the Research Coordinator to ensure research applications reflect community ownership, control and access principles
- Provide expert input into the design of regional frameworks that uphold cultural authority in data access and use
- Advocate for SAWCAN's role as a regional leader in Aboriginal-led data governance

4. Program and evaluation support

- Collaborate with program leads to design and implement systems for collecting internal program data, including KPIs, outcomes and activity tracking.
- Provide analytical support for the SAWCAN Evaluation Framework and program-level reporting.
- Develop templates and tools to standardise data capture and reporting across programs.
- Support the measurement and communication of SAWCAN's impact through data visualisation and storytelling.

5. Data Quality and capacity building

- Conduct regular data-quality checks and recommend system or process improvements.
- Build the capacity of ACCHO staff in data literacy, reporting and dashboard use.
- Provide training and mentoring to strengthen regional understanding of data systems, interpretation and Indigenous data principles.
- Promote a culture of continuous improvement and learning in data management across the network.

6. Collaboration and Communication

- Maintain strong working relationships with ACCHO data teams, IT partners and sector bodies such as AHCSA, SAHMRI, The Kids and NACCHO.
- Represent SAWCAN in relevant data and digital health forums or working groups.
- Communicate complex information in plain, accessible language suitable for diverse audiences.

PERSON SPECIFICATION

Skills & Knowledge:

- Advanced technical skills in Power BI, SQL and Microsoft 365 data tools.

• Understanding of health and community services data systems (e.g. Communicare, AIHW datasets). • Proven ability to develop and operationalise data capture systems and sharing frameworks. • Strong knowledge of Indigenous Data Sovereignty principles and their practical application. • Excellent communication, problem-solving and report-writing skills. • Knowledge of Aboriginal Community Controlled Health Organisations and culturally safe data practices.
Previous Work Experience: • Experience in data analytics, business intelligence or health informatics within the community or health sector. • Experience developing dashboards and managing datasets from multiple sources. • Demonstrated experience in data governance, data quality or process improvement. • Experience working collaboratively with Aboriginal organisations or within community-controlled settings.
Personal Attributes: • Innovative - finds ways to work better and smarter. Has the ability to generate alternative options and ideas • Determined – can research a myriad of options and is able to set a clear path to move the Network forward. Deals with obstacles and impediments • Analytical – Takes a systematic approach when building toward improvements • Ethical – Is transparent, honest and exercises good judgement • Self-Disciplined - Manages own time to achieve key outcomes • Flexible – Can adapt to changing circumstances in the workplace / sector and is able to take advantage of new and emerging opportunities • Resilient - Recovers from setbacks and learns from experience and identifies areas for self-development • Supportive – has the ability to encourage others, listens actively and can demonstrate empathy when confronted with adversity
Qualifications & Training: • Tertiary qualification in data science, public health, statistics, information management, or related discipline, or equivalent experience. • Current valid driver's licence, minimum of Class "C" or equivalent. • Current First Aid Certificate, or ability to obtain. • Current immunisations or willingness to participate in staff immunisation program.
DECISION MAKING AND ADVICE Decisions made independently: • Day-to-day operational decisions relating to data management, analysis, and reporting.

- Development and refinement of data systems and dashboards within agreed parameters.

Advice and recommendations:

- Provides specialist advice to the Executive Team on data systems, governance and analytics.
- Recommends improvements to enhance data capture, sharing and Indigenous governance practices.
- Advises on strategic opportunities to strengthen SAWCAN's data capability and integration.

Acknowledgement

I..... acknowledge that I have been given a copy of this Position Description and that I have read and understand it.

Signed.....
(Employee)

Date ____/____/____

Signed.....
(Manager)

Date ____/____/____