



PREPARING YOUR JOB APPLICATION

1. Read through the *Essential Information About Compassion* in the following pages to familiarise yourself with the big picture of Compassion's ministry. You can also find out more about who we are and what we do at [our website](#).
2. Read through the Job Advertisement for the role to familiarise yourself with the particular role you are interested in.
3. Prepare a written application comprised of:
 - a. A brief cover letter outlining why you are interested in the role and how you would fit with Compassion's organisational identity and culture as well as how your skills and experience suit the role.
 - b. A concise resume outlining your qualifications and employment history.
 - c. Answer the screening questions as part of the application form (approx 100 words per question).

ESSENTIAL INFORMATION ABOUT COMPASSION

MISSION

Compassion exists as an advocate for children – to partner with, equip and inspire the Church to release children from poverty in Jesus' name

VISION

Transformation of lives, communities and nations through releasing children from poverty in Jesus' name

DISTINCTIVES

Christ-centred: We are dedicated to caring for the poor in response to God's call and giving hope to the hopeless by spreading the Gospel of Jesus Christ in an age-appropriate, culturally relevant and non-coercive way.

Child-focused: Children are the hardest hit by poverty, the least able to change their circumstances, and at the heart of Jesus' ministry. We address the holistic needs of the individual child so that they can become responsible and fulfilled Christian adults and change agents in their communities.

Church-based: We partner with local churches to implement our holistic child development model because they are uniquely placed to understand the real needs of their community and foster an environment of stability.

STATEMENT OF FAITH

1. **WE BELIEVE** the Bible is the inspired, the only infallible, authoritative Word of God.
2. **WE BELIEVE** there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. **WE BELIEVE** in the deity of our Lord Jesus Christ, in His Virgin birth, in His sinless life, in His miracles, in His shed blood for the remission of sins, in resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
4. **WE BELIEVE** salvation is found only through Jesus Christ and requires individuals to acknowledge their sin, accept His forgiveness and repent.
5. **WE BELIEVE** that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
6. **WE BELIEVE** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
7. **WE BELIEVE** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto eternal separation from God.
8. **WE BELIEVE** in the spiritual unity of believers in the Lord Jesus Christ.
9. **WE BELIEVE** Jesus established the Church to carry out ministry on earth.

POSITION DESCRIPTION

Position Information

Job title: Senior Data Analyst	Reports to: Senior IT Manager
Team: Reporting and Data	One up Manager: Executive Director: Finance & Technology
Section: Technology Enablement Team	Location: Newcastle Office
Job Description <input checked="" type="checkbox"/> New <input type="checkbox"/> Updated Double Click on box and select 'checked'	Date updated: 2/10/2019

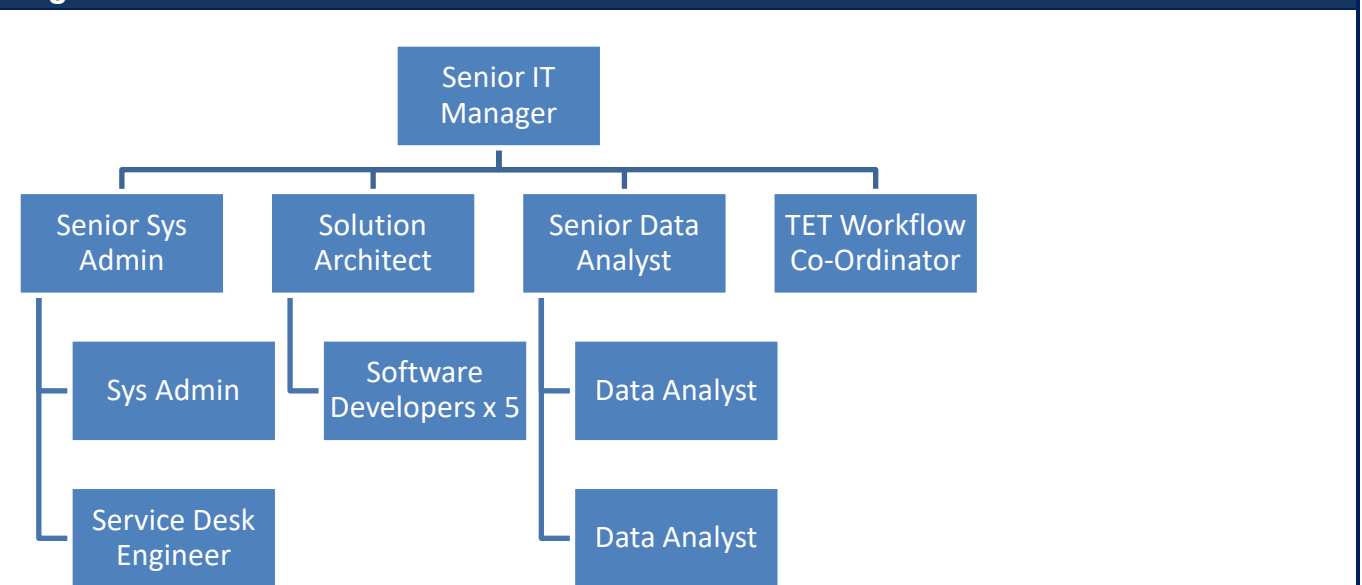
Key Relationships:

- Technology Enablement Team
- Management Team
- Product Managers
- Project Leads (as designated)
- All Compassion Australia staff
- Vendors and Service Providers

Primary Purpose

In response to God's calling and in the power of the Holy Spirit the Senior Data Analyst is responsible for leading the Reporting and Data team in designing and implementing reporting solutions. In addition, this role is responsible for leading the Reporting and Data team to translate required outcomes into a technical solution, provide valuable insights and uphold agreed data analysis processes and standards.

Organisation Context



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Ministry Values and Generic Requirements

Ministry Values	Trust God	Am I trusting God and maintain joy in all situations?
	Be Well	Do I care for myself physically, emotionally, spiritually and mentally?
	Value Others	Do I champion those around me, treating them with dignity and respect?
	Achieve Together	Do I actively collaborate with others in order to fulfil our mission?
	Grow Through Challenge	Am I learning, adapting and pursuing creative solutions?
General Requirements	<ul style="list-style-type: none"> Active Christian faith demonstrated by involvement in local church fellowship Commitment to Compassion's Statement of Faith Strong desire to see children released from poverty in Jesus' name A servant heart with a desire to serve in the ministry of Compassion Personal and professional integrity Prepared to undergo Criminal History checks 	

Key Accountabilities

- Lead and manage the Reporting and Data team through regular check-ins and team meetings
- Provide technical guidance, advice and support to Reporting and Data team
- Provide operational support in the form of report trouble shooting, database extractions, generation of lists and one-off ad-hoc reports (including campaign analysis, ROI, retention and cancellation analysis, etc), user support and report maintenance activities
- Provide automated standard reporting including high level summaries on results across all ministry programs, campaigns and appeals in order to inform Executive and Management Teams
- Analyse in-house database schema and its complexities, CRM data model and wider ministry systems at an expert level to engage in data delivery and analysis
- Lead engagement and reporting requirement process, provide technical support for data analysts as required and maintain accountability of team to following designed process.
- Contribute to the strategic and tactical goals of the Technology Enablement Team through team capability assessments and capacity planning and by performing specific duties as required by workload and the Senior IT Manager.
- Lead system architecture improvements and implementation for major organisational change including Data Warehousing recommendations, BI solutions and future reporting needs
- Investigate and advise on technology trends in order to keep Compassion Australia up to date with best practice
- In conjunction with the senior IT manager, provide oversight of vendors/service providers for any outsourced data and insights work.
- Other relevant duties as required

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Job Specific Skills, Knowledge & Qualifications, Experience	
Skills	<p>Essential:</p> <ul style="list-style-type: none"> • Ability to lead a team and drive accountability to process and standards. • Ability to engage and oversee contractors or vendors to deliver a solution. • Ability to assess capabilities of team members and assign work/develop skillsets accordingly. • Ability and passion to create robust and scalable reporting solutions • Ability to work within programming guidelines and frameworks • Ability to analyse complex data and deliver insights to a non-technical audience • Ability to interpret, use and create documents for communicating specifications and reporting architecture • Advanced skills in SQL, Microsoft Excel, DAX, R, Python, M and MDX • Ability to apply critical thinking and problem solving skills in approach and design. • Ability and desire to engage in continual learning in order to achieve excellence in Data Architecture development <p>Desirable:</p> <ul style="list-style-type: none"> • Experience working with agile development methodology. • Advanced MS Office skills
Knowledge & Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • Degree or higher qualification in computer science, information technology, statistics, mathematics or related studies or equivalent industry experience. <p>Desirable:</p> <ul style="list-style-type: none"> • Certificate IV Project Management or higher • A strong knowledge of data architecture principles and techniques • Knowledge of global poverty and development
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Experience in a data analyst role • Experience with database development in an SQL • Experience leading a technical team • Experience designing and documenting solutions to be handed over for team members to implement. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in designing and implementing data lake solutions. • Experience in applying AI and machine learning to analytics • Experience in delivering automated reporting solutions. • Experience working for a Christian ministry or not-for-profit organisation

Competency Profile		
Foundational Competencies	Level	Description of Competency
Organisational Knowledge for Decision Making	1	<ul style="list-style-type: none"> Describes the key ministry beliefs and positions (e.g. values) of Compassion Australia Describes basics of Compassion operations including Compassion's four core programs Identifies key features of the Compassion brand and major ministry offerings Accesses and complies with key Compassion policies and procedures
Health & Safety	1	<ul style="list-style-type: none"> Identifies and responds to hazards, near misses, incidents and emergency situations according to established protocols Identifies relevant Health & Safety personnel (e.g. Health & Safety representative, Return To Work Coordinator) and process for contacting them
Communication	4	<ul style="list-style-type: none"> Implements consultation process across multiple internal and/or external groups in order to gather and refine ideas Presents the ministry of Compassion accurately and persuasively to a wide range of groups (Advocates, churches etc.)
Teamwork	3	<ul style="list-style-type: none"> Facilitates effective sharing of knowledge and resources across multiple workgroups Builds and utilises large internal networks in order to develop mutual understanding and complete tasks or projects involving multiple workgroups
External Relationships	3	<ul style="list-style-type: none"> Utilises and manages a wide range of existing external relationships to complete complex tasks Builds a small number of new external relationships to complete complex tasks Ensures all existing and new relationships comply with ministry guidelines and are legally and financially sound
Technology	5	<ul style="list-style-type: none"> Consults with others to understand and plan for ministry-wide future technology needs Oversees ministry-wide technological innovation and change.
Analysis and Problem Solving	4	<ul style="list-style-type: none"> Creates or uses sophisticated and reliable analysis techniques and tools (e.g. statistical modeling) in order to produce reports and/or solve difficult problems with accuracy
Management/Leadership Competencies	Target Stage of Development	Description of Competency

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People Management	2	<ul style="list-style-type: none"> • Manages recruitment, selection and induction for low-impact roles • Coaches and develops employees to ensure individual and workgroup goals are met • Identifies and coordinates the roles, tasks and strengths of workgroup to achieve goals • Manages simple to moderate employee performance and/or conflict issues within workgroup
Leadership and Influence	2	<ul style="list-style-type: none"> • Provides direction and supportive leadership to single workgroup • Manages change for single workgroup • Demonstrates high levels of personal and professional competence to workgroup