

# POSITION DESCRIPTION



## Project Manager

### Data and Evidence

#### About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

#### Our Vision

Building a Just Society

#### Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

#### Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

#### Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

#### Position details

POSITION TITLE:	Project Manager
PROGRAM:	Data and Evidence (Community & Systems Impact)
LOCATION:	Melbourne inner city
REPORTING RELATIONSHIPS:	Strategic Projects Lead
EFFECTIVE DATE:	February 2025

#### Position Purpose

- Enhancement of the use, usability (access and display) and analysis of participant data for organisation-wide purposes including to support program reporting, evaluation and

evidence dissemination, policy and advocacy initiatives and annual reporting requirements

- Project manage the maintenance and further development of the primary participant database (JeSS) for case practice, monitoring and reporting purposes.
- Project management of data and evidence projects and participate in design and development of program evaluations consistent with contemporary approaches.

## **Program Purpose**

### **Central Office**

Jesuit Social Services engages with people from diverse backgrounds experiencing complex problems, including those associated with mental illness, substance misuse, family breakdown, offending behaviour, homelessness, unemployment, poverty and social exclusion.

Jesuit Social Services operates a range of programs for disadvantaged young people, families and communities from various operational sites.

### **Community and Systems Impact**

This position will focus on the integration of practice, data and evidence through data access systems design and improvement, dialogue and co-design with practitioners and consultation and participation in research and evaluation.

The role will be expected to provide leadership in bringing together the realms of practice, data, research and evaluation and promote practice and system improvement. Leadership will be required in better articulating current and innovative practice, linked to reliable data and available evidence with the objective of building knowledge and promoting best practice.

### **Duties of the position**

- Build strong relationships with program staff to lead a comprehensive understanding of current and prospective data needs and uses and to provide support to them and assist with training and problem solving.
- Drive the efficient and effective use of data through the development of dashboards and the use of tools (such as Power BI & Power Query) to assist streamlining data entry and reporting requirements and establish data visibility and accessibility to support multiple levels of management and organisational data use.
- Support internal data team and program staff in their day-to-day operations of the primary participant database, JeSS, including help-desk function, and developments to meet new program and evidence/reporting requirements, and to ensure it is responsive to the needs of program managers and staff.
- Undertake deep dive data analysis to support the suite of organisational data needs, including to establish and disseminate evidence from practice, including outcomes and impacts, and support policy, advocacy and planning purposes.
- Lead and provide advice to Data Practice and Insights Group on system and program changes that might emerge from time to time and work closely with organisational ICT operations to ensure alignment with system and data controls.
- Lead and manage projects (including design and development) aimed at improving collection and use of data and evidence and manage the relationship between external contractors and Jesuit Social Services' staff on projects endorsed by the Data Practice and Insights Group.

## Key Selection Criteria

1. Tertiary qualifications in the human services sector.
2. Demonstrated experience in the development, support and interrogation of databases and datasets in the human service sector including experience in program evaluation.
3. High level communication skills including capacity to work across the fields of human service practice and data collection with ability to translate between the two domains and tailor support and training to staff in relation to data collection and analysis.
4. Strong numerical skills and data analysis capabilities including experience using systems such as Power BI and/or Power Query.
5. Strong problem-solving skills and ability to think creatively to find solutions to complex data challenges.
6. Ability to learn new tools and technologies quickly and adapt to changing project requirements.

## Key Performance Indicators

- Continued improvement of Jesuit Social Services databases and staff's routine uses of same.
- Increased visibility and accessibility of data across Jesuit Social Services.
- Increased use of data for organisational wide purposes such as performance monitoring, program evaluation, strategic planning, analysis of outcomes and impacts and building practice evidence.
- Growth in organisational data maturity.
- Improved efficiency and effectiveness of data input and analysis and reduction of the administrative burden on staff.

## Key responsibilities of Jesuit Social Services Employees

### Service delivery/ Practice Framework

- Engage and build positive and constructive relationships with internal and external stakeholders
- Deliver services consistent with shared services guidelines, relevant legislation and funding agreements
- Communicate clearly with others
- Manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Other duties as required.

### Team work and supervision

- Work effectively as part of a team, contributing to group outputs
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities.

## Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

## Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory
- Demonstrate an understanding the identity and ethos of Jesuit Social Services

## Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check
- Valid and current Australian Drivers License
- Proof of eligibility to work in Australia

## Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

## Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

## Employee Acknowledgement

I, \_\_\_\_\_ (please print name) acknowledge that I have read and understood the contents of this position description.

## Employee Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

## Position Description Approved by:

ED Community Systems Impact,  
The Men's Project

## Position Description Review Date:

February 2027

