



REPORTING ANALYST

MAY 2024

POSITION SUMMARY

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| Location: | Hybrid – Parkville and remote | | |
| Functional area: | Orygen Digital | | |
| Classification/ Salary: | \$85,000 - \$95,000 commensurate with skills and experience pro rata plus superannuation and access to \$15,900 salary packaging | | |
| Reports to: | National Project Manager, Orygen Digital | | |
| Job level: | Level 2 | | |
| Employment type: | Full to part time (0.8 - 1.0 FTE) | | |
| Employment length: | Ongoing | | |
| Direct reports | 0 | Indirect reports | 0 |

POSITION PURPOSE STATEMENT

The Reporting Analyst will play a key part in extracting, analysing, and interpreting program data to generate valuable business insights. You will be responsible for creating high-quality, regular reports for both external program stakeholders and internal teams, enabling clear communication and informed decision-making. The role requires keen attention to detail and a highly analytical mindset.

The Reporting Analyst will support the Orygen Digital team by collating data, analysing data and developing reports related to Orygen Digital's flagship MOST platform. MOST is a digital mental health service for young people aged 12 to 25 which is provided in several Australian state and territory youth mental health services to support young people experiencing mental health issues. A large volume of data is generated by MOST, which provides crucial insights for the Orygen Digital team, our partners and supporters, and allows us to continuously improve the platform for young people.

About Orygen and Orygen Digital

Orygen delivers cutting-edge research, policy development, innovative clinical services, and evidence-based training and education for the mental health workforce to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

Orygen Digital, the fast-growing digital mental health division of Orygen, aims to revolutionise all youth mental health care, bringing together the best of technology, research, innovation and clinical services to support young people.

REVOLUTION IN MIND

POSITION FOCUS

| | Key responsibility area | Percentage |
|---|---|------------|
| 1 | Collating data, analysing data and producing regular reporting to various stakeholders and partners | 60% |
| 2 | Supporting teams with data and insights for ad hoc business purposes | 30% |
| 3 | General support and teamwork | 10% |

POSITION KEY RESPONSIBILITY AREAS

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| <p>1. Collating data, analysing data and producing regular reporting to various stakeholders and partners</p> <ul style="list-style-type: none"> Develop and publish bespoke reports to monitor the performance of MOST and meet a range of internal and external reporting requirements for MOST. Collaborate with project managers, team leads, and stakeholders to understand reporting needs and tailor reports accordingly. Present data in a format that is readily and clearly understood by target audience/stakeholders, utilising data visualisations and other data communication techniques. Independently conduct basic data analysis where required, and work with the MOST Data Analyst for more complex analyses. Track timelines and tasks in the completion of reporting to ensure they are completed on time and within requirements. Ensure data accuracy, consistency, and adherence to reporting standards. Stay up to date on reporting best practices and relevant industry tools. |
| <p>2. Supporting teams with data and insights for ad hoc business purposes</p> <ul style="list-style-type: none"> Share data outputs and contribute to identifying insights to support Orygen Digital teams' decision making. Contribute to identifying data-related issues and opportunities for improving processes and systems to enhance Orygen Digital's data-driven culture and approach. Develop and maintain collaborative working relationships with key internal stakeholders. |
| <p>3. General support and teamwork</p> <ul style="list-style-type: none"> Role model the Orygen purpose and values and participate in the building of a strong team culture that drives employee engagement and trust. Work closely with the Data Team, including the Data Manager, Data Analyst and Data Engineer as required and attend regular meetings. Support National Project Manager and Head of Strategy & Operations with other tasks reasonably requested. |

EDUCATION / QUALIFICATIONS

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| Essential | <ul style="list-style-type: none"> Tertiary-level qualifications in a data-related field (e.g., Statistics, Business Analytics, Information Systems) or equivalent experience. |
| Desirable | <ul style="list-style-type: none"> Relevant Master-level qualifications in data/business analytics fields or relevant work experience. |

EXPERIENCE / SKILLS

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| Experience / skills | <p>Essential</p> <ul style="list-style-type: none"> Previous experience in data analysis or reporting. Strong knowledge of and experience with data analysis, data reporting and data visualisation. |
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| | <ul style="list-style-type: none"> • Experience and confidence interpreting and presenting quantitative and qualitative data to various audiences. • Proficiency in interacting with databases and dashboards, including PowerBI. • Excellent analytical and problem-solving skills. • Excellent written communication skills, including the ability to write clear data interpretation. • Highly developed organisational skills, including attention to detail and multi-tasking skills. • Strong attention to detail and accuracy. • Ability to work independently and as part of a team. • Advanced skills in Microsoft Office Suite (including Excel, Word and PowerPoint), including pivot tables, data manipulation techniques, and visualisations and other software. <p>Desirable</p> <ul style="list-style-type: none"> • Working knowledge of SQL for querying databases. • Understanding or experience in software development and online technologies. • Understanding of youth mental health systems and the not-for-profit sector, and an ability to apply this knowledge to the Orygen Digital context. • Experience with Atlassian project and knowledge management tools, Jira and Confluence. |
| Personal attributes | <ul style="list-style-type: none"> • Capacity to work independently and responsively within scope and at pace to manage competing priorities. • Strong collaboration skills. • Keen eye for detail and accuracy. |

KEY RELATIONSHIPS

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| Internal | <ul style="list-style-type: none"> • Strategy & Operations team members. • Research team members. • Orygen Quality and Safety team members. |
| External | <ul style="list-style-type: none"> • Project funders. • Third-party vendors. |

SPECIAL REQUIREMENTS

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| <ul style="list-style-type: none"> • Unrestricted right to live and work in Australia. • A current National Police Check will be required. • Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check. • Successful applicants will be required to provide proof of COVID-19 vaccination prior to commencement. • You may be required to work across more than one of Orygen's sites. • In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required. • Occasional out of hours, evening and/or weekend work may be required. |
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SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

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| <p>Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.</p> <p>In addition, employees are expected to:</p> <ul style="list-style-type: none"> • Promote and demonstrate Orygen's high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace. |
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- Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.
- Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.
- Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.

ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

| | |
|-----------|--------------------|
| Name | [insert name] |
| Signature | [insert signature] |
| Date | [insert date] |