Position Description

Uniting

Title	Report Developer
Business Unit	AOD & Mental Health
Location	26 Jessie st Coburg
Employment type	Part Time (2.5 days per week 0.5 FTE)
Reports to	Group Manager AOD & Mental Health Clinical Services

1.   About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities ad confront injustice

Our values: We are imaginative, respectful, compassionate and bold

2.   Position purpose

The Report Developer provides an exciting opportunity for a person with proven report development / data analyst skills to perform a key function within Uniting's AOD & MH services.
This position is primarily related to implementing and supporting the SSRS application and related products.
A primary responsibility of the role is the analysis, documentation and development of consumer reporting. This includes creation/modifications of reports , lists (CSV files and grids) and dashboard widgets (charts). This position will work as part of a larger team comprising a database coordinator, and data administration positions.

3.   Scope
Budget: *nil*

People: nil

4. Relationships

Internal:
- General Manager
- Group Manager
- Divisional Leadership Team
- AOD & MH Clinicians and other staff
- Database Coordinator
- Data Administrators
- Project Officer

External:
- Software Developers
- IT System Vendors
- Odyssey House
- DHHS
- Dept of Justice

5. Key responsibility areas

Service delivery

- Identify customer reporting and data requirements
- Assessment and analysis of business processes and reporting requirements.
- Ensure reporting requirements are well documented using clear and concise language.
- Develop aggregate reports, list reports, grids and graphical objects using the application BI framework.
- Participate in data extract, data transform and data migration activities.
- Manage the schedule of work required to meet requirements. Includes liaising with internal and external stakeholders to set and manage expectations.
- Ensure data is completed in a timely and accurate manner in line with reporting requirements of Government and other funders
- Prepare strategic reports (KPIs, benchmarks, completion rates), error trapping and regular data quality recommendations. Create plans for historical data correction, as needed.
- Responsible for reporting on Targets.
- Create ad hoc reports as required by Divisional Management Team, Managers and Team Leaders.
- Able to interpret requests for data and perform data analysis.
- Gather evidence to inform decision-making.
- Interrogate data to support research projects.
- Provide support and training to staff to use reports.
- Other duties as requested by manager

Administration	• Contribute to the achievement of quality improvement, both in terms of individual and program performance by encouraging an environment where high quality work is achieved and supported by the adherence to/development of quality systems documentation.
	• Adhere to and keep informed of all relevant legislative compliance requirements, and report any perceived breaches, risks, hazards, incidents and complaints to line Manager or other appropriate person.
	• Undertake other duties as directed by the Group Manager.
Personal accountability	• Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
	• Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
	• Ensure appropriate use of resources.
	• Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
	• Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
	• Identify opportunities to integrate and work collaboratively across teams.
	• Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
	• Promote a positive safety culture by contributing to health and safety consultation and communication.
	• Promptly respond to and report health and safety hazards, incidents and near misses to line management
	• Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

6.   Person specification

Qualifications;
- Qualifications in IT or related discipline.

Experience:
- Demonstrated experience using CMS/CRM and data reporting
- Advanced proficiency in Microsoft Excel and reporting tools.
- Previous experience in database development, administration and report development and writing.
- Proficient in MS Word
- High level data analysis skills
- Experience with clinical data
- Advanced skills in SQL Reporting Services
- Advanced skills with SQL
- Experience with SSIS

Position description
Report Developer

Core selection criteria
- *Values alignment:* ability to demonstrate and authentically promote Uniting's values
- Demonstrated ability to analyse and document data and reporting requirements.
- Understanding and experience working with applications that utilize a complex relational architecture.
- Advanced SQL skills.
- Experience developing complex numeric and statistical reports, including consideration of complex business rules and data architecture.
- Experience reviewing, debugging and validating complex reports
- Excellent organisational skills and a very high level of attention to detail, especially regarding data.
- Ability to work with confidential client information.
- Good oral and written communication skills and the ability to work with all levels of staff.
- Demonstrated capacity to show initiative and to work appropriately with limited direction
- A good knowledge of, or previous experience of, working in the health and/or human services or for a not-for-profit organisation

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7.   We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

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8.   Acknowledgement

I have read, understood and accepted the above Position Description

Employee

Name:

Signature:

Date: