

# ROLE PURPOSE



**Role Title:** Data Management & Reporting Analyst

**Division:** Programs

**Location:** Philippines

**Date:** March 2024

**Employment type:** Full time, Permanent with flexible work arrangement

**Reports to:** Senior Reporting & Data Management Lead

**Number of direct reports:** 0

**Leadership Band:** Leads Self

## Purpose of the role:

The Data Management & Reporting Analyst is accountable for the development, support and implementation of the reporting and analytics tools used by The Fred Hollows Foundation to provide information, insight, and analysis of operational, financial and other business data. This includes designing new reporting, data management and training of business users in all aspects of the reporting and analytics environment.

The Data Management & Reporting Analyst will own the outcomes of:

1. Designing, building and maintaining a suite of agreed operational and management dashboards, reports and analytical data sets across multiple systems.
2. Assist in rolling out of agreed dashboards, reports and analytical data sets by educating, supporting and engaging with the key business stakeholders.
3. Reconcile, review and repair data across all data sources to ensure its accuracy, reliability and timeliness for all stakeholders.
4. Assist in reviews and feedback sessions to identify gaps and future business needs to support ongoing improvements and developments in reporting and analytics, processes and integrations.
5. Collaborate with the business and IT teams to support new business systems, integrations and process changes in order to continually improve organisation data and analysis to facilitate improved business decision making.
6. Other tasks as requested by your manager.

## Our Capabilities:



### As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

## Essential Experience:

- Strong experience working with operational and management reporting across complex business environments.
- Strong experience designing, building and implementing reporting and analytics systems.
- Strong experience in educating, supporting and engaging with business users in the rollout of reporting systems.
- Demonstrated ability of executing deliverables through strong collaboration and leveraging positive relationships with stakeholders.
- 2-5 years' experience with data visualisation and business intelligence tools (Power BI)
- Demonstrated ability to coach and mentor staff in data and reporting literacy matters.

## Skills:

- Outstanding organisational skills, attention to detail and a demonstrated ability to meet deadlines.
- Demonstrated capacity to work productively and respectfully in a team.
- Strong data analytical skills and experience managing data.
- Strong background in SQL
- Advance level skills in Microsoft Excel
- Experience working with large complex databases

## Desirable Experience:

- Experience working in an International NGO
- Experience using the Microsoft Power Platform
- Experience working with Health Information System or Electronic Medical Record Systems

## Qualifications:

Degree in Computer Science, IT or similar degree qualifications

## The position involves:

This position is recognised as having "Contact with Children" either direct or indirect.  
This position does not involve "Working with Children" either direct or indirect.

## Travel:

Infrequent international travel may be required

## Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

**To work in The Foundation, you will:**

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children