

ROLE PURPOSE



Role Title: Data Engagement Coordinator

Division: Programs

Location: Australia

Date: May 2025

Employment type: Full time, Permanent with flexible work arrangement

Reports to: Strategic Data Lead

Number of direct reports: 0

Leadership Band: Leads Self

Purpose of the role:

The Data Engagement Coordinator will play a critical role in supporting data-driven decision-making and advocacy efforts in the First Nations eye health space. Working closely with Program Coordinators, Policy and Advocacy Advisors, and external partners, this role will enhance data collection, analysis, and communication to strengthen program outcomes and drive systemic change.

Stakeholder Engagement & Collaboration:

- Work with Program Coordinators to ensure effective data collections, management, and reporting for eye health programs.
- Support Policy and Advocacy Advisors by providing data insights that inform policy recommendations and advocacy strategies.
- Engage with **First Nations partners, organisations, and communities** to ensure culturally appropriate data practices and support Indigenous-led solutions.

Data Management & Analysis

- Develop and maintain data systems that track key indicators related to First Nations eye health programs.
- Analyse trends and generate insights to support program improvement, funding proposals, and advocacy efforts.
- Ensure data integrity, security, and compliance with relevant ethical and regulatory standards.

Reporting & Communication

- Translate complex data into clear, actionable reports, bulletins, and presentations for diverse audiences.
- Work with communications teams to develop data-driven materials that highlight program impact.
- Provide training and capacity-building support to teams and partners on data collection, interpretation, and use.

Advocacy & Policy Support

- Contribute to policy submissions and advocacy campaigns by providing evidence-based data insights.
- Collaborate with research partners to strengthen the use of data in influencing policy change.
- Support the development of community-driven data solutions that amplify First Nations voices

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:

- Experience in data management, research, or monitoring and evaluation in the health or social impact sector.
- Understanding of ethical data practices, particularly in working with First Nations communities.
- Working with the Microsoft office suite, including Excel
- Working collaboratively as part of a team

Skills:

- Strong analytical skills with experience using data visualisation tools.
- Outstanding organisational and time management skills, and a demonstrated ability to meet diverse and conflicting deadlines in high volume work environment.
- Strong professional personal presentation, with an attitude of service and support. Good attitude towards teamwork and works productively and respectfully in a team.
- Excellent communication skills, with the ability to present data to non-technical audiences.
- Intermediate level in use of publishing presentation platforms

Desirable Experience:

- Experience working in or alongside First Nations communities is highly desirable.

Qualifications:

Qualifications in Monitoring and Evaluation

Travel:

N/A

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect

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