



Job Description

Senior Analyst

Role Specifics

Direct reports	n/a
Reports to	Learning, Development & Practice Lead
FTE	1.0 (Full-Time)
Location	Gadigal Country (Sydney) or Wurundjeri Country (Melbourne)
Salary Range	\$110,000-\$120,000 + superannuation

Role Summary

The Senior Analyst plays a key role in supporting the Foyer Foundation to collect, utilise and learn from data to strengthen our decision making, enhance the effectiveness of our strategies and initiate systemic change. This role involves a significant responsibility and offers a unique opportunity to leverage data analysis skills in a meaningful way, contributing to the success and impact of our organisation.

This role involves comprehensive data analysis, capacity building, systems development and data management. The Senior Analyst will play a pivotal role in establishing and maintaining relationships with key stakeholders, both internal and external to the Organisation.

Who we are

Our purpose is to unlock thriving futures for young people experiencing or at risk of homelessness by growing the reach and impact of Youth Foyers. We catalyse momentum towards our common goal of 50 Foyers by 2030 by bringing together young people, organisations, and investors in communities across Australia. We connect and align activities, gather evidence and insights, ensure quality services, and advocate with young people and our growing network.

Areas of Responsibility

1. Data Management

- Identify and collect relevant data from various internal and external sources.
- Perform rigorous data cleaning and preprocessing to ensure the quality and accuracy of the data.
- Manage and maintain databases, ensuring they are structured and organised effectively.
- Optimise database performance and ensure data is easily accessible, yet secure.
- Manage the lifecycle of data, from creation and usage to archiving and disposal.
- Continuously evaluate and improve data management processes and systems.
- Segment donors based on various criteria (donation amount, frequency, demographics), and ensure rigorous management of this data to improve donor engagement and retention.
- Stay updated with the latest technologies and trends in data management to enhance efficiency and effectiveness.

2. Data Interpretation and Reporting

- Analyse complex data sets to identify key trends, patterns and insights; drawing meaningful conclusions from data.
- Verify the accuracy and reliability of data analysis and reports.
- Implement quality control measures to ensure that all outputs are error-free and valid.
- Utilise data visualisation tools and software to create charts, graphs and other visual aids that help in illustrating the analysis and making the data more understandable for stakeholders.
- Implement data governance policies to manage the availability, usability, integrity and security of the data.
- Present findings and insights to stakeholders, explaining the implications of the data in a clear and accessible manner.
- Identify and establish key performance indicators relevant to The Foyer Foundation's funding and donation streams and implement tracking systems and methodologies to accurately monitor these over time.
- Using data, calculate return on investment (ROI) for various fundraising efforts to guide efficient allocation of resources.
- Regularly analyse fundraising data to assess performance against set KPIs.
- Identify trends and patterns in fundraising activities, understanding how different strategies and campaigns contribute to overall funding goals.

3. Risk & Compliance

- Ensure that The Foyer Foundation is in compliance with the various components of the Australian data privacy framework and legislation.
- Keep informed about developments in the data governance space and ensure that The Foyer Foundation executive and Board are aware of any risks associated with these developments.
- Stay informed about industry-specific regulations and compliance standards, and ensure all data handling, analysis and reporting activities are in compliance with these regulations.
- Participate in or facilitate compliance audits.
- Contribute to training initiatives by educating team members about compliance requirements, data security protocols and risk management best practices.

4. Stakeholder Engagement

- Collaborate with stakeholders; leveraging their expertise and building their capacity to develop data collection tools, systems and reports to inform program design, monitoring, evaluation and learning.
- Support the Learning, Development & Practice Lead to design dashboards and other interactive tools that automate reporting on data to meet the information needs of stakeholders and aid decision-making.
- In collaboration with the Learning, Development & Practice Lead, respond to bespoke requests for information by translating queries into clear analytical questions and reports that yield meaningful and actionable insights.
- Contribute to the development of training resources and tools that support stakeholders to collect, analyse and derive insights from data.
- Work with stakeholders to establish governance standards, procedures and guidelines that enable ethical data sharing and improve data quality and usage.