FOODBANK VICTORIA POSITION DESCRIPTION

POSITION	Data Analyst
DEPARTMENT	Services & Finance
LOCATION	Latrobe St
REPORTS TO	Data & Analytics Manager
DIRECT REPORTS	Nil
KEY CONTACTS	Chief Financial Officer, Head of Business Planning & Finance, Leadership team, all FBV departments
AWARD & CLASSIFICATION	SCHADS, Level 3
DATE	August 2025

EXECUTIVE SIGNATURE

ROLE PURPOSE

The purpose of the Data Analyst is to support the organisation via reporting and analysis, using various data analysis tools.

This role will work closely with other members of the Applied Research and Innovation team and collaborate with various stakeholders across the business.

MAJOR ACCOUNTABILITIES

#1: Data Reporting

- Demonstrate an understanding of ERP, CRM, and other business systems from a reporting and data integrity perspective.
- Maintain systematic approach to producing reports using various packages, including Excel and BI tools.
- Develop and maintain reports and dashboards to measure the success of departments, programs, and projects.

#2: Data Analysis

- Liaise with departments across the business to identify opportunities for reporting/analysis.
- Scope requirements for reports, analysis and dashboards with stakeholders from across the business.
- Use research, data, analytics and a strong evidence base to inform decision-making for all FBV leaders.
- Undertake data analysis to uncover trends, correlations, and insights using relevant data sources to influence business decisions.

• Use research, data, analytics and a strong evidence base to inform decision-making for all FBV leaders.	• Present findings of analysis back to key stakeholders, providing recommendations where applicable.

#3: Data Management

• Extract and prepare data with strong attention to data accuracy. • Manage databases to ensure data meets agreed standards and conventions, applying data governance best practices. • Assist with the implementation of data validation, standardisation, and duplicate management activities in consultation with the ICT team and other departments.	• Maintain relationships with external suppliers when appropriate. • Build and maintain automated data pipelines. • Review and develop relevant data processes and policies to ensure consistent and accurate data management across the organisation.

#4: Organisational Contribution

• Promote data literacy and evidence-based decision-making across the organisation. • Ensure compliance with Foodbank Victoria's policies, including WHS, privacy, and financial delegations.	• Actively contribute to a culture of inclusion, empowerment, and continuous improvement.

#5: Workplace Health and Safety (WHS)

• Comply with all company policies, procedures, and code of conduct. • Assist achieving our company vision through meeting our legal, moral, and ethical obligations. • Ensure WHS policies and processes are adopted across the organisation. • Encourage continuous improvement in WHS practices by recommending changes and implementing agreed improvements.	• Maintain a safe work environment for yourself, team members, volunteers, visitors, contractors, and other external stakeholders at all times. • Lead by example and display an active commitment to company policy and WHS compliance. • Identify and report all incidents and safety hazards so that the appropriate review and corrective action can be taken. • Ensure the office is clean, safe and conducive to work.

#6: Self-Management

• Positive participation in regular team meetings. • Inform team members and other departments of relevant information as appropriate. • Willingness to undertake training and development opportunities as appropriate. • Willingness to undertake other duties as required.	• Effective time management and organisational skills demonstrated through ability to meet deadlines. • Demonstrate the Foodbank Victoria values of empowerment, accountability, respect, and integrity in all work activities.

TECHNICAL KNOWLEDGE	PERSONAL ATTRIBUTES
- Relevant tertiary qualifications and or significant work experience. 2-3 years' experience in a similar role. - experience in QlikSense, Power BI, Tableau, or other BI tools. - Knowledge of Python, R or SQL. - Strong MS Excel skills. - Experience working with CRM and ERP data and reports.	- Excellent written and verbal communication skills. - Excellent interpersonal skills, particularly with internal stakeholders. - Ability to work independently and positively within a team environment. - Well-developed organisational and time management skills. - Strong attention to detail. - Exceptional numerical and analytical skills.

VALUES	FOUNDATION BEHAVIOURS
Empowerment	
	- We develop Team Members and each other. - We challenge the status quo. - We provide the opportunity for ourselves and others to experience the value of our work. - We recognise and celebrate our accomplishments. - I have input and ownership.
Accountability	
	- We encourage excellence. - We encourage continuous improvement & learning. - We ensure performance management consistency. - We accept mistakes and learn from them. - I am accountable for my own performance. - I am part of a team.
Respect	
	- We encourage open, constructive feedback. - We give credit where credit is due. - We are inclusive. - We take the time to listen to each other. - We affirm our people. - We allocate tasks that are fair and reasonable to achieve.
Integrity	
	- We explain our decisions. - We do what we say we will do. - We call out an issue when it is evident. - Equal contribution is rewarded equally. - I lead by example. - I am committed to do my best. - I am encouraged to stand up for my beliefs.
Equality	
	- We encourage people to be themselves. - We strive to foster a sense of belonging in our workplace. - We ensure all people we interact with feel welcome, and a part of our family. - We are inclusive with our agencies and partners. - We strive to provide equal opportunity for all - internally and externally. - We call out practices which exclude others.

Diversity	
	• We recognise and encourage diversity in our workplace, in our programs and in the food, we provide to our partners.
	• We embrace diversity in all our people, their experiences, and points of view.
	• We value all cultures, backgrounds and genders.
	• We strive to form a diverse atmosphere for all people to be safe and secure.
	• By celebrating diversity, we help all people to feel included, safe and secure.
	• We do not tolerate discrimination.
	• We recognise and respect differences.