








Role description

Role Title	Data Engagement Lead – Logan Zero Project
Team	Logan Advance to Zero
Location	Logan City
Classification Level	5
Reports to	Program Manager – Outreach and Logan Zero

Our Vision - Building independence and participation.

Our Purpose - YFS backs people to overcome adversity and to thrive.

- Our Values** -
-  **Excellence** - we deliver high quality services and have high expectations
 -  **Integrity** - we act honestly and openly
 -  **Optimism** - we think and act with confidence about people and the future
 -  **Steadfastness** - we persist to overcome barriers and adversity with our clients
 -  **Courage** - we challenge ourselves and others to create change



YFS has a long history of working with and empowering First Nations peoples.

The [YFS Cultural Framework](#) sets out our continuing commitment and the actions we will take as a community member, a service provider and an employer to back First Nations peoples to achieve their aspirations and thrive

YFS is committed to promoting a unified, harmonious, safe and inclusive community. We recognise that all types of diversities deepen and enrich our community and provide an invaluable asset for our future.

We pride ourselves on ensuring our services and work environments are safe, inclusive, welcoming and accessible for all, regardless of ethnicity, gender, gender identity and expression, sexual orientation, disability, or religion.

Primary purpose

The Data Lead utilises their data management, analysis, and visualisation skills to identify gaps and trends and inform strategies to prevent and end homelessness in Logan. This place-based data role works with stakeholders to promote and support the adoption of evidence based tools, including the Australian Homelessness Vulnerability Triage Tool (AHVTT); maintain a quality Know by Name List of people who are homeless; and generate meaningful reports.

Data is used to better match housing solutions with individual needs, track homelessness dynamics such as inflow and outflow and inform system improvements.

Key accountabilities

Service delivery

- Working collaboratively with housing and homeless staff from Logan agencies the Data Lead will
 - a. Provide or organise training on the AHVTT and the Advance to Zero database and respond to any queries about these tools
 - b. Create and manage user accounts for the Advance to Zero database
 - c. Monitor and oversee the quality of data entry into the Advance to Zero database
 - d. Maintain a current Know by Name List for people who are homeless
- Assist with data entry as needed
- Analyse data and create interactive reports for various stakeholders that identify service gaps and trends
- Work collaboratively with the Logan Zero Project Community Lead and Logan stakeholders to support continuous improvement in service delivery and advocate for system change
- Participate in service coordination meetings through the provision of data and reports
- Participate in database working meetings with the Logan steering group; Brisbane Zero and Australian Alliance for Ending Homelessness
- Update data on the Project website and respond to request for information
- Contribute to data capability within YFS as required.

External relationships

- Develop and maintain effective working relationships with internal YFS teams, external Logan agencies, Brisbane Zero project team and the members of Australian Alliance for Ending Homelessness.

Leadership and values

- Lead the data quality for the Logan Zero project and demonstrate a commitment to homelessness being preventable and solvable
- Apply YFS values, ethics, policies and procedures across all work practices. Contribute to the resolution of work-related matters by being honest, approachable and responsive.

Teamwork and collaboration

- Contribute to developing a cohesive team by participating in meetings, scheduled activities and team processes. Share information, communicate and present ideas in team meetings.
- Work with other team members to implement new and/or adapt existing work methods to improve service delivery. Identify and respond to changing needs of clients and/or YFS.

Professional accountability

- Use YFS and partner information and resources accountably.
- Undertake work in accordance with team standards and YFS policies, protocols, and procedures, including workplace health and safety, risk management, and relevant legislative requirements.
- Work within the standards and principles of safeguarding children and vulnerable adults.

Problem solving and decision making

- Identify and resolve problems, and contribute to improving working processes and procedures to improve service delivery to clients.

Administration

- Generate regular data reports and a dashboard for internal purposes, Logan stakeholders and the funding reference group
- Follow up on actions and meetings to ensure the Logan Zero project is performing to consistently high standards.

Cultural respect

- Acknowledge the history and ongoing impacts that Aboriginal and Torres Strait Islander people experience
- Deliver services that are person and community centred for Aboriginal and Torres Strait Islanders and people from diverse cultural backgrounds.

Relevant skills, knowledge and experience

Experience and qualifications

- Relevant tertiary qualifications (Degree in relevant discipline) and/or experience are essential.

Knowledge and experience specific to the role

- Methodical, accurate and detail orientated in the review and maintenance of data quality, routine reporting and meeting deadlines
- Ability to communicate effectively, engage and motivate others, and simplify complex information
- Ability to relate to housing and homeless staff and a diverse group of Logan stakeholders
- Passion and commitment to ending homelessness
- Well-developed Excel skills; knowledge of the use of Power BI
- Technical and analytical skills to implement and interpret the AHVTT and other relevant data
- Ability to present data in charts and graphs that is easily understood by all Logan Zero stakeholders
- Understand the function of data as a necessary tool for improvement versus accountability
- Capacity to learn the Advance to Zero methodology and its connection to improvement cycles
- Demonstrated experience with utilising databases including data entry, maintaining data integrity and extracting data for reporting
- Demonstrated ability to engage and motivate staff to drive accurate recording of data
- Refer to the level 4-5 competencies in the Social, Community, Home Care and Disability Services Industry Award.

Other role requirements

- Current Queensland C Class driver licence
- Current Positive Notice Blue Card
- Current National Police Check.

Additional information

An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees are required to observe YFS' policies and procedures. Employment in the position will be subject to an annual performance plan and review, with initial appointment subject to a probationary period of five months.

1. Employment Information

This is a Logan position. The Data Lead will be an employee of YFS. The position will work with the Community Lead for the Logan Zero project and in collaboration with the YFS Evaluation and Research Manager.

2. Partnership information

- a) The Community Lead and Data Lead for the Logan Zero Project will work collaboratively with staff from Micah Projects working in **Brisbane Zero** - www.brisbanezero.org.au
- b) **Australian Alliance to End Homelessness** www.aeah.org.au

3. Background

Through a partnership with Micah Projects and the Australian Alliance to End Homelessness, a Logan Advance to Zero Homelessness Project will commence in Logan City. Led by YFS in Logan, this is a community-based project to build support to end homelessness in the Logan area, starting with rough sleeping.

4. Project purpose

To reduce overall homelessness in Logan City and end rough sleeping by 2025 through Australian Advance for Zero methodology.

5. Theory of change

Making homelessness rare, brief and a one time occurrence in our community is possible. Using data we can change how we work and the impact that we collectively achieve. Working together, using data-driven problem solving, we can create solutions that prevent homelessness. Rather than managing homelessness, we can build and sustain a service system that ends homelessness across Logan. Together we can prove that homelessness is solvable.

6. The Advance to Zero Campaign

The Advance to Zero (AtoZ) Campaign is a ground-breaking national initiative of the Australian Alliance to End Homelessness (AAEH) that supports local collaborative efforts to end homelessness - one community at a time. The campaign itself is a collaboration between a broad range of communities, organisations and individuals that are committed to making homelessness rare, brief and a one-time occurrence - how we define an end to homelessness. Using a range of proven approaches from around the world communities are supported not just to address or even reduce homelessness but to end it, starting with rough sleeping. The Advance to Zero (AtoZ) Campaign utilises a methodology that has been developed by the various partners of the AAEH across Australia and brings together knowledge of what is working from efforts around the world including work by [Community Solutions](#), the [Institute of Global Homelessness](#), [OrgCode](#) and the [Canadian Alliance to End Homelessness](#) as well as the many organisations and campaigns associated with the AAEH. Homelessness is solvable, we know this because a growing number of communities around the world have demonstrated this. We recognise that this is possible in Australia and that it starts with a shared goal, shared data, and a shared commitment.