

Position Description

Position Title: Data Scientist	Department: General Data Science	Date: January 2021
Reports to: Senior Data Scientist	Direct Reports: As directed	Position Status: Full-Time
Primary Objective		
<p>The Data Scientist is responsible for the acquisition and management of sample, preparation of reports on field operations, preparation of outputs, reporting of data (including ad hoc data requests) for large and/or complex projects and the provision of support to stakeholders in their use of the data.</p> <p>The role is also responsible for driving innovation and supporting best practice in the application of data science methods and tools to ensure that data collections are executed effectively, efficiently and error free.</p> <p>The Data Scientist may be required to provide training and line management to staff in the data team. technical leadership and support to other areas of the company, including Research and Admin teams outside the General Data Science Division, and technical advice to external clients.</p>		
Organisational Environment		
<p>The Social Research Centre is dedicated to using its specialist expertise in social, health and government research services to advance social research outcomes in Australia. The company has an established track record of delivering quality projects to exacting standards and is acknowledged as a centre for excellence in the provision of social and health research services.</p>		
Vision and values		
<p>Our vision is to be Australia's leading social research organisation, known for excellence, rigour and transparency and a commitment to innovative, collaborative research that makes a positive difference to society. At the Social Research Centre, we are:</p> <ul style="list-style-type: none"> • Impactful. Undertaking research and evaluation that makes a positive difference to people's lives. • Influential. Providing methodological leadership and innovation in applied social research and evaluation. • Rigorous. Expertly collecting, processing and interpreting quantitative and qualitative evidence. • Smart. Demonstrating our corporate ethos of continuous improvement and pursuit of excellence in all our services. Employing best practices to ensure efficiency and value for money for our clients. • Respectful. Working collaboratively and transparently with our clients, stakeholders and each other. • Inclusive. Fostering a culture that supports diversity, equity and inclusion and enables employees to bring their whole selves to work. • Equitable. Ensuring participation and recognition of marginalised and vulnerable members of the community in our research and evaluation. • Empowering. Encouraging and supporting our people to reach their full potential. • Ethical. Working to the highest ethical standards 		
Key Working Relationships		
<p>Internal:</p> <ul style="list-style-type: none"> • Statistics and Data Science team • Quantitative Research Consulting Team • Qualitative Research Consulting Team • Evaluation Team • Call Centre Operations (e.g. Project Coordinators, Coders and Call Centre Managers) 		

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<p>Key Responsibility Areas (KRAs)</p>	<p>Key Performance Indicators (KPIs)</p>
<p><u>Acquisition and sample management</u></p> <p>Work closely with the internal and external stakeholders to develop and negotiate sample specifications to meet project requirements.</p> <p>Quality assurance and sample preparation for data collection field work.</p> <p>Develop and maintain tools for sample acquisition, real-time validation and sample management of mixed-mode multi-dispatch samples such as Dispatch and Collection Control Databases (DACC), automated status update across multiple platforms (e.g. Vision 6, CATI, online)</p> <p>Provide advice to and deliver training for internal and external clients as required.</p>	<p>Sample is acquired, documented and prepared for field on time and error free in an efficient and cost-effective manner.</p> <p>Business processes and procedures are followed, including but not limited to quality checks and check lists.</p> <p>Appropriate documentations are kept.</p> <p>Adherence to ethical and legal responsibilities in relation to data privacy and confidentiality.</p> <p>Positive feedback from stakeholders on a consultative and collaborative approach.</p> <p>Evidence of economies and workflow improvements through attentive design.</p>
<p><u>Data preparation and transformation</u></p> <p>Execute data preparation and transformation processes in relation to surveys.</p> <p>Validate and assess data quality and resolve any inconsistencies.</p> <p>Extract datasets and apply appropriate data cleaning, data standardisation and data processing tasks.</p> <p>Monitor and evaluate data collection and data transformation processes on an ongoing basis.</p>	<p>Clean and consistent data prepared in accordance with agreed timelines and specifications.</p> <p>Business processes and procedures are followed, including but not limited to quality checks and check lists.</p> <p>Appropriate documentations are kept.</p> <p>Adherence to ethical and legal responsibilities in relation to data privacy and confidentiality.</p> <p>Evidence of economies and workflow improvements through attentive design.</p>

<p><u>Preparation of data outputs and reports</u></p> <p>Transform datasets into a range of dissemination outputs that are fit for purpose.</p> <p>Produce and document outputs, survey results, survey reports and datasets.</p> <p>Develop tools to automate data management and output where possible.</p> <p>Provide advice to and deliver training for internal and external clients.</p>	<p>Timely, accurate, and error free outputs are produced in a cost-effective manner.</p> <p>Outputs are understood by users through meaningful analysis of the data.</p> <p>Outputs are clear, consistent, cohesive and increase user understanding of the data.</p> <p>Appropriate documentations are kept.</p> <p>Adherence to ethical and legal responsibilities in relation to data privacy and confidentiality.</p> <p>Positive feedback from stakeholders on a consultative and collaborative approach.</p> <p>Evidence of economies and workflow improvements through attentive design.</p>
<p><u>Data science expertise/ innovation</u></p> <p>Drive innovation and support best practice in the application of data science methods and tools to deliver complex projects on time, to agreed quality standards in a cost-efficient manner.</p> <p>Actively seek new and more effective ways of doing things; initiate change as necessary, monitor and evaluate outcomes after change.</p> <p>Detect, troubleshoot, and resolve data or system issues to support uninterrupted error-free production.</p> <p>Document, maintain and update procedures comprehensively and on a timely basis.</p> <p>Design, supervise and / or undertake descriptive and inferential analysis to promote the use of survey data.</p> <p>Actively share and promote process improvements and learnings with other teams in the company.</p>	<p>New projects/ initiatives are delivered error free, on time, to specification and budget.</p> <p>Manual corrections and workarounds are minimised.</p> <p>Business and client needs are well evaluated; new initiatives, processes and tools are well implemented to improve quality, timeliness and efficiency of data processing and data analysis tasks.</p> <p>Stakeholders are supported in a timely and effective manner throughout the change process.</p> <p>Business procedures and processes are developed, documented, maintained and communicated as relevant to the team.</p>

<p><u>Human Resources and OHS (if applicable)</u></p> <p>Effectively manage the performance of all direct reports in full compliance with the Social Research Centre HR and OHS policies and procedures, mission and governing principles.</p> <p>Be accountable for the effectiveness, efficiency and professional development of direct reports.</p> <p>Mentor junior team members through formal and informal feedback, training and professional development</p> <p>Provide management focus to ensure that direct reports have a clear understating of their roles and responsibilities, are working effectively and efficiently, and are meeting the requirements of the organisation.</p>	<p>Positive feedback on performance and managerial responsibilities (informal feedback – e.g., from direct reports and staff).</p> <p>Minimal cancellation or rescheduling of one on one meetings with direct reports.</p> <p>Annual staff performance reviews and coaching sessions conducted effectively and on time.</p> <p>Position Descriptions kept up to date.</p> <p>Team compliance with SRC policies and mission and governing principles.</p> <p>Direct reports working towards learning goals and development plan (if applicable).</p>
<p><u>Personal development</u></p> <p>Take initiative for personal and career development.</p> <p>Lead innovation through maintaining and sharing up to date knowledge of best practice processes in the data management and programming space.</p> <p>Identify relevant training courses or conferences and establish the business case for attending and participating in these events.</p> <p>Responsible for own part of coaching sessions and performance review.</p> <p>Attendance at relevant conferences as required.</p>	<p>Demonstrated initiative for personal development.</p> <p>Sharing relevant information or new knowledge with research team – e.g., with researcher forums.</p> <p>Actively contribute to Learning and Development plan.</p> <p>Attendance at performance reviews and commitment to continuous development.</p> <p>Participate in professional development activities as appropriate.</p>

Qualifications, Skills, Knowledge and Experience

- Advanced proficiency in R and/or Python programming for large dataset manipulation, including the ability to debug and refactor large and/or complex codebase
- Experience in building and maintaining relational databases (SQL Server). Further experience with database administration using Visual Studio considered a plus.
- Experience in creating and deploying web applications. Examples of work available for review on GitHub/GitLab/BitBucket etc. considered a plus
- Experience with web programming, visualization libraries and statistical packages such as SAS and SPSS considered a plus
- Experience with data visualisation and interactive dashboarding. Familiarity with Tableau and/ or PowerBI would be highly regarded.
- Advanced degree in computer science, statistics or mathematics preferred
- Experience in presenting or explaining the results of analysis to technical and non-technical audiences
- Experience in leading a team in a work context
- Excellent communication skills
- Excellent project management skills
- Scrupulous attention to detail
- A logical and systematic approach to work
- Ability to multi-task and manage competing priorities with demonstrated success in working effectively in a time-critical production environment
- Extensive knowledge of data management issues, including an understanding of the legislation and requirements covering privacy, data security, risk, information governance, copyright and intellectual property.

Legal and Regulatory Responsibilities

- AS 20252 Market, Opinion and Social Research Standard
- The Research Society (formerly AMSRS) Code of Professional Behaviour
- AMSRO Market and Social Research Privacy Code
- Esomar Code of Professional Behaviour