

Position Description

Position Title Junior Data Scientist	Department Data Science Group	Date August 2022
Reports to Manager, Data Science or as directed	Direct Reports None	Position Status Full-Time

Primary Objective

The Junior Data Scientist supports senior members of the team in a range of tasks, such as sample management, preparation of reports on field operation of surveys, preparation of outputs and reporting data. Most Junior Data Scientists at the Social Research Centre complete this position within 12 to 18 months and progress to become Data Scientist.

By the end of the junior program, the data scientist should be:

- knowledgeable of and confident in modern programming concepts and techniques
- familiar with the range of platforms, systems and databases used at the SRC
- generally comfortable with social research workflows and methodologies
- able to contribute to the continual improvement of data science at the SRC through knowledge sharing, demonstrations, and documentation.

Organisational Environment

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.

Mission and Governing Principles

The Social Research Centre's **mission** is to inform decision-making and advance understanding of society through world-class social research and evaluation. At the heart of our mission is a commitment to conducting high quality, ethically sound research in a socially responsible manner. While the mission has essentially been constant since the company's founding in 2000, we continuously evolve the methods we use and the services we offer.

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.

Our values are both aspirational and enduring. They are the foundation we rely on to guide our decisions.

At the Social Research Centre, we are:

- **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"> • Data Science Group • Quantitative Research Team • Qualitative Research and Evaluation Team • Call Centre Operations (e.g. Project Coordinators, and Call Centre Managers). 	<p>External:</p> <ul style="list-style-type: none"> • The Social Research Centre's contractors and suppliers • Peers in similar roles across other sectors • Clients
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Key Responsibility Areas (KRAs)	Key Performance Indicators (KPIs)
<p><u>Data Science expertise / Technical capability</u></p> <ul style="list-style-type: none"> • Adhere to SRC programming standards and guidelines. Maintain existing projects and internal tools. • Become proficient using R, RStudio and Shiny and handling various file formats i.e. Excel, CSV, SPSS, Tableau. • Become familiar with process flows in SRC's Dispatch and Collection Control (DACC) SQL database. • Develop proficiency in querying databases using SQL. • Apply version control standards and tools to projects and document changes clearly and concisely. • Apply and maintain productivity and project managements tools and processes. • Become familiar with various methods of sample preparation, cleaning requirements, data manipulation, and database management for SRC's Data Collection platform. 	<ul style="list-style-type: none"> • Projects and scripts are documented in accordance to SRC standards and consistently maintained using source control tools. • Demonstrated ability to produce and debug R scripts and incorporate feedback from code reviews by others. • Demonstrated ability to extract and transform data required from relevant databases using SQL. • Projects tasks are actively updated through project management tools.
<p><u>Acquisition and sample management</u></p> <ul style="list-style-type: none"> • Closely support internal stakeholders to develop sample specifications to project requirements. • Assist with quality assurance and sample preparation for field work. • Support other team members in sample preparation process, ways to acquire data from various data sources and data output accuracy checks. • Apply, maintain and document existing tools for sample management of mixed-mode, multi-dispatch samples, and automated status updates across multiple platforms. • Support internal stakeholders and respond to in-field project requests as needed. 	<ul style="list-style-type: none"> • Sample is acquired, documented and prepared for field on time and error-free in a cost-effective manner. • Business processes and procedures are followed, including but not limited to quality assurance and check lists. • Adherence to ethical and legal responsibilities in relation to data privacy and confidentiality. • Demonstrated knowledge of internal tools, data and database processes across multiple platforms.

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<p><u>Data preparation and transformation</u></p> <ul style="list-style-type: none"> • Execute data preparation and transformation processes in relation to surveys. • Conduct quality assurance and data accuracy checks on datasets. • Extract datasets and apply appropriate data cleaning, data standardisation and data processing tasks. • Produce and document outputs, survey results, survey reports and datasets. • Transform datasets into a range of dissemination outputs that are fit for purpose. Uphold data management standards, document and maintain existing metadata products. 	<ul style="list-style-type: none"> • Clean and consistent data prepared in accordance with agreed timelines and specifications. • Minimal revisions to outputs related to corrections, omissions, deviations from specification. • Timely and accurate process documentation, including contributing to relevant sections of methodological reports. • Consistent application of best practice database design and data management to research projects. • Confidently add to and apply existing test definitions on data outputs, with the ability to resolve flagged issues. • Adherence to ethical and legal responsibilities in relation to data privacy and confidentiality.
<p><u>Technical Development tasks</u></p> <ul style="list-style-type: none"> • Assist with technical development projects as agreed with other members of the project team. • Assist in the evaluation of relevant tools and software as directed. 	<ul style="list-style-type: none"> • Assisting with projects and agreed R&D initiatives. Adhering to best practices applying new software, tools or procedures. • Provide concise, relevant and timely feedback on software / tools.
<p><u>HR Management and OHS Management</u></p> <ul style="list-style-type: none"> • Attendance at weekly one-on-one meetings with line manager. • Adhering to the Social Research Centre's HR and OHS policies and corporate values in all dealings. • Providing developmental feedback while reviewing tasks and monitoring workload and work quality. 	<ul style="list-style-type: none"> • Positive feedback on performance and responsibilities (informal feedback – e.g. researchers, programmers, SDS colleagues, operations division). • Evidence of compliance with policies and the mission and governing principles.
<p><u>Personal development</u></p> <ul style="list-style-type: none"> • Take initiative for personal and career development • Participation in internal learning and development events. • Attendance at agreed external or online courses to enhance existing skills. • Keeping up to date with relevant advances in own area of specialisation. 	<ul style="list-style-type: none"> • Demonstrated initiative for personal development. • Sharing relevant information or new knowledge with other colleagues in SRC. • Actively contribute to Learning and Development plan. • Attendance at performance reviews and commitment to continuous development. • Participating in a range of professional development activities.

Qualifications, Skills, Knowledge and Experience

- Programming experience using R or Python or SQL to manipulate or analyse complex data sets.
- An understanding of database concepts and data-entity relationships.
- Experience with using MS Office and Windows.
- Meticulous attention to detail and ability to observe inaccuracies in data.
- Ability to follow instructions and work in a logical and methodical manner.
- Demonstrated ability to handle multiple deadlines without impacting quality/timing.
- Ability to think "outside the box" to find creative solutions to problems.
- A team player who is focused on the overall performance of the department/organisation.
- Well-developed verbal and written communication skills and an ability to communicate complex data concepts to a non-technical audience.
- Tertiary qualifications in a relevant discipline, such as Statistics, Computer science, Social sciences, Analytics or Informatics.
- A good understanding of the ethical and legal responsibilities pertaining to data confidentiality and privacy.

Legal and Regulatory Responsibilities

- ISO 20252 Market, Opinion and Social Research Standard
- The Research Society Code of Professional Behaviour
- ADIA Market and Social Research Privacy Code
- Esomar Code of Professional Behaviour