

Position Description

Position Title: Senior Data Scientist	Department: Data Science Group (DSG)	Date: August 2023
Reports to: Manager, Data Science	Direct Reports: As directed	Position Status: Full-Time
Primary Objective		
<p>The Senior Data Scientist provides technical leadership for the company to deliver complex projects on time, and to agreed quality standards in a cost-effective manner. Responsibilities of the Senior Data Scientist include, but not limited to:</p> <ul style="list-style-type: none"> • Contributing to the brains trust of DSG in developing new ideas in how new technology can advance the mission of SRC. • Applying best practice in data engineering and data management to co-create solutions with project teams and clients to deliver optimal outcomes. • Designing, implementing, and evaluating new systems and processes. • Quality assuring output (e.g. syntax and data files). • Conducting and/or coordinating data analyses to inform better use of survey data or improve data collection for survey execution, and • Mentoring and/or supervising staff. <p>The Senior Data Scientist is also required to work in project teams for large and / or complex projects to oversee the acquisition and management of samples, survey data processing, preparation of outputs and reporting and visualisation of data.</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>		
Mission and Governing Principles		
<ul style="list-style-type: none"> • 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. <p>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. 	<ul style="list-style-type: none"> • 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. 	

<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Empowering. Encouraging and supporting our people to reach their full potential. • Ethical. Working to the highest ethical standards.
<p>Key Working Relationships</p>	
<p>Internal:</p> <ul style="list-style-type: none"> • Data Science Group • Quantitative Research Consulting • Evaluation and Qualitative Research • Analyst Services (online survey programmers and coders) • Call Centre Operations (Project Coordinators and Call Centre Managers) • Stats and Methods • Corporate Services (e.g. Human Resources, IT, Finance) 	<p>External:</p> <ul style="list-style-type: none"> • SRC contractors and suppliers

Key Responsibility Areas (KRAs)	Key Performance Indicators (KPIs)
<p><u>Data Science expertise</u></p> <p>Drive innovation and 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>Works closely with internal customers and IT staff to improve current processes and engineer new methods. This includes support with writing new software, testing and end-user requirements.</p> <p>Implement prevention and detection controls to ensure data integrity</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>Perform other relevant duties as directed by the Manager Data Science and Senior Director, DSG</p>	<p>Data and project outputs are delivered error free, on time, to specification and budget</p> <p>Data processing tasks are automated where possible</p> <p>Business and client needs evaluated and new initiatives, processes and tools implemented to improve quality, timeliness and efficiency of data processing and data analysis tasks</p> <p>Internal stakeholders are informed about data science capacity and capability in a timely manner to allow project planning and management of client expectations</p> <p>Business procedures and processes are developed, documented, maintained and communicated as relevant to the team and compliance well documented</p>
<p><u>Acquisition and sample management</u></p> <p>Work closely with project team and client to develop and negotiate sample specifications to meet project requirements</p> <p>Quality assurance and sample preparation for field</p> <p>Develop tools for automated sample acquisition and real-time validation</p> <p>Develop and apply tools for 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</p>	<p>Sample is acquired, documented and prepared for field on time and error free in a cost-effective manner</p> <p>Business processes and procedures are followed, including but not limited to quality checks and check lists</p> <p>Adherence to ethical and legal responsibilities in relation to data privacy and confidentiality</p> <p>Positive feedback from customers on a consultative and collaborative approach</p> <p>Evidence of economies and workflow improvements through attentive design</p>
<p><u>Preparation of data outputs and reports</u></p> <p>Produce and document outputs, survey results, survey reports and datasets as specified by Project Managers/Researchers and/or clients</p> <p>Develop tools to automated processing, management and output complex and large data sets</p> <p>Develop automated web-based visualisation and reporting tools</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>Adherence to ethical and legal responsibilities in relation to data privacy and confidentiality</p> <p>Positive feedback from customers on a consultative and collaborative approach</p> <p>Evidence of economies and workflow improvements through attentive design</p>

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<p><u>Data Visualisation</u></p> <p>Work closely with internal and external stakeholders and team members to develop data visualisation/dashboards for different needs</p> <p>Be a technical lead to provide advice and deliver data visualisation in SRC to integrate data from various sources, perform data manipulation in DAX and create data visualisation / dashboards for data driven decision</p>	<p>Demonstrated leadership in providing technical solutions in dashboard creation</p> <p>Demonstrated initiative for exploration in new visualisations to support customers' requests</p> <p>Processes and procedures are followed to ensure data integrity</p> <p>Positive feedback from stakeholders on a consultative and collaborative approach</p>
<p><u>Teamwork, Building collaborative relationships</u></p> <p>Build and maintain open and collaborative working relationships with members of project team across departments and with external clients and suppliers</p> <p>Lead and mentor individuals to achieve their personal best. Ability to model positive behaviour and maintain personal energy</p> <p>Champion continuous improvement initiatives by ensuring all projects are documented, conducting reviews and analysis for potential improvements as well as evaluating and implementing improvements to systems and processes as required</p> <p>Seek new and more effective ways of doing things; Evaluate and initiate change as required</p> <p>Provide back-up/ support to other team members</p> <p>Actively participate in team meetings</p>	<p>Positive feedback from team members and colleagues</p> <p>Evidence of managing own and team multiple deadlines without impact quality/timing</p> <p>Feedback from staff members</p> <p>Evidence of changed practices</p> <p>Evidence and feedback of support</p>
<p><u>Human Resources and OHS</u></p> <p>Mentor staff through formal and informal feedback, training and professional development</p> <p>Adhere to the Social Research Centre's HR and OHS policies and corporate values in all dealings with direct reports</p> <p>Take management responsibility for direct reports</p> <p>Be accountable for the effectiveness, efficiency and professional development of direct reports</p>	<p>Positive feedback on performance and managerial responsibilities (informal feedback – e.g., from direct reports and staff)</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>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>Participating in a range of professional development activities</p>

Qualifications, Skills, Knowledge and Experience

- Advanced proficiency in R and/or Python programming, including the ability to debug and refactor large and/or complex codebase.
- Experience building and maintaining relational databases (SQL Server). Further experience with database administration.
- Experience creating and deploying web applications and examples of work available for review on GitHub/GitLab/BitBucket etc.
- Experience with JavaScript, jQuery, etc. visualization libraries considered a plus.
- Experience with statistical packages: R, SPSS, SAS etc.
- Experience with large dataset manipulation.
- Experience in communicating about the results of analysis or explaining analyses to technical and non-technical audiences.
- Proven leadership track record.
- Knowledge of survey programming tools such as Forsta, Qualtrics or others would be an advantage.
- Excellent communication skills.
- Scrupulous attention to detail.
- A logical and systematic approach to work.
- Ability to multi-task and manage competing priorities with demonstrated success and effectiveness working in a time-critical production environment.
- Strong project management skills.
- 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

- ISO 20252 Market, Opinion and Social Research Standard
- The Research Society Code of Professional Behaviour
- ADIA Market and Social Research Privacy Code
- ICC/ESOMAR Code of Conduct