



WESTERN COMMUNITY LEGAL CENTRE LTD
Data and Impact Program Manager
Position Description

Job Title	Data and Impact Program Manager
General	
Vision	WEstjustice believes in a just and fair society where the law and its processes don't discriminate against vulnerable people, and where those in need have ready and easy access to quality legal education, information, advice, casework services, systemic advocacy and reform.
Purpose	To service the legal needs in the West in a way that addresses the systemic nature of disadvantage.
Reports to	Director, Policy & Innovation Program
Term	Ongoing
Scope	You will work with the Policy & Innovation Program for general supervision and support but may be provided with the opportunity to work across other programs and projects based on service requirements, including with the Director of Operations and Finance.
Key Responsibilities/Expectations	
	<ul style="list-style-type: none">• Transition all Westjustice data from multiple sources (CLASS, spreadsheets, paper files etc) into Actionstep.• Use understanding of Westjustice's strategy, reporting obligations and impact areas to develop a systemised approach to data collection, including into the back end of Actionstep to ensure consistent and streamlined data collection.• Create and implement an organisation-wide monitoring and evaluation (M&E) framework, that aligns with Westjustice's strategy and values.• Develop and lead training to all staff on Actionstep, and on the new M&E framework.• Monitor the implementation of Actionstep and the M&E framework, and work with limited direction to troubleshoot and solve any issues.• Work with our Policy and Innovation team to drive better data analysis, reporting and impact evaluation.• Contribute to, and sometimes lead, other key work of the Policy and Innovation team, including annual budget bid, grant funding applications, measuring and reporting on systemic impact, collection and using case studies and more.• Lead and/or provide additional data and evaluation support and insights across the organisation as required

	<ul style="list-style-type: none"> • Contribute to Westjustice's leadership team in leading the strategic direction for the organisation. • Contribute to internal WEstjustice practice groups, working groups and external networks and steering committees, with a focus on those relevant to the Policy & Innovation team. • Comply with all relevant laws and standards, including WEstjustice policies, procedures and guidelines. • Establish and maintain best practice and ensure work is of sufficient quality and standard. • Support the senior management team to ensure that there is cohesion across the organisation and a positive workplace culture. • Contribute to creating and maintaining a culturally safe service for Aboriginal and Torres Strait Islanders and other marginalised groups • Other relevant work as directed.
Qualifications & Skills	
Key Selection Criteria	<p>Mandatory</p> <ul style="list-style-type: none"> • Demonstrated experience, as a subject matter expert in data transition. • Demonstrated experience, as a subject matter expert, in monitoring and evaluation. • Ability to work across a range of teams and practice areas to drive and monitor the data transition work. • Ability to manage this project, with limited direction. • Strong commitment to social justice, community education and engagement, including a demonstrated understanding of the issues faced by vulnerable and/or disadvantaged communities and the importance of early intervention in resolving these issues. • Demonstrated understanding of and commitment to WEstjustice's Vision, Purpose, Strategic Plan and Impact Areas. <p>Desirable</p> <ul style="list-style-type: none"> • Working familiarity with Actionstep and CLASS • Prior experience in writing successful grant applications and / or securing project funding and / or developing and managing budgets. • Prior experience in managing staff.

*Last Reviewed: 3 April 2024
Next Review: 1 July 2025*