

# Data and Systems Coordinator Position Description

<b>Reporting to:</b>	Head of Humanitarian and Global Programs	<b>Work location:</b>	Remote/Hybrid
<b>Department:</b>	International Programs	<b>Budget holder:</b>	No
<b>Team:</b>	Global Programs	<b>Direct reports:</b>	No

## Here you'll make a difference

*At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.*

The Data & Systems Coordinator provides the operational architecture for Save the Children Australia's international portfolio, translating award requirements into disciplined systems, evidence structures, workflows, and portfolio intelligence that strengthen delivery quality.

The role sits within Global Programs and works closely with Program Managers, Program Quality Leads, and other advisors. You will not only ensure quality award management but will be our 'go-to person' for strategic portfolio insights and maintaining and adapting program workflows for optimal efficiency. The role also applies sound understanding of aid and development programming to support first-pass reviews of reports and compliance documentation.

The role uses Save the Children's approved M365, Power Platform, and sanctioned AI tools for low-risk workflow support, data checking, and reporting tasks, with appropriate human-in-the-loop reviews.

## Here your skills will be valued

### Role requirements

#### Portfolio insights & continuous improvement

- Identify, review, and improve the quality of data sources to produce reliable datasets that inform strategic decision-making.
- Build and maintain dashboards and products for portfolio performance, including timeliness, data completeness, reporting status, evidence completeness, and Right First-Time trends.
- Produce regular portfolio data insights for leadership and Program Managers, translating operational data into clear and usable information.
- Identify recurring systems failure points and recommend fixes.
- Lead continuous improvement in knowledge management, workflows, and systems use.

#### Systems, compliance and evidence control

- Lead administration of the Award Management System across the portfolio, including data standards, required fields, user guidance, onboarding support, troubleshooting, and routine data quality checks.
- Own the portfolio evidence repository and project management tools and systems.
- Maintain minimum evidence set for each award, undertaking periodic spot checks to identify gaps, inconsistencies, or weak document control, and escalating issues where required.
- Undertake first-draft report and compliance reviews, reducing draft-to-final cycle time.
- Be the focal point for donor accreditations, audits, and spot check processes and engage in organisational-wide forums to ensure we are always "accreditation-ready".
- Develop tools and approaches to disseminate donor compliance requirements.

#### AI and workflow enablement

- Contribute to developing and practical adoption of approved digital tools that improve efficiency, consistency, and evidence control.
- Use sanctioned AI and automation tools for low-risk administrative and analytical tasks.
- Undertake human-in-the-loop review of AI-assisted outputs.

#### **User support and capability uplift**

- Provide practical support, including onboarding and guidance to staff on the use of systems, dashboards, document management, donor requirements and evidence requirements.
- Support improved data discipline and records management across the portfolio.

#### **Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

#### **Health, safety, security and risk management**

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

#### **Child protection and safeguarding requirements**

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy & Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

#### **All roles at Save the Children contribute to our impact for children.**

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

#### **Here you'll belong**

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It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

#### **Essential knowledge or experience**

- Demonstrated experience in aid and development award, grant, or project management.
- Experience in data governance, data cleaning, and turning multiple operational data sources into reliable datasets for management use.
- Data analysis skills, including experience with dashboards, data visualisation tools, and reporting.
- Demonstrated experience designing, administering, or improving the systems, workflows, and controls that support award, grant, or portfolio delivery.
- Demonstrated AI proficiency: prompting, workflow automation, data protection, and audit-trail competence.
- Excellent organisational skills with the ability to manage competing priorities and meet deadlines.
- Strong communication skills, including the ability to translate complex data into clear insights.
- Strong interpersonal skills and cultural awareness, with the ability to build effective relationships across diverse teams.

**Desirable knowledge or experience**

- Experience with award or grant management systems.
- Understanding of INGOs, Australian Aid, and multilateral donor requirements.

**Required qualifications and/or accreditations**

- Undergraduate degree in a relevant discipline is desirable.

**Additional Information**

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- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

**Driver's Licence:** Not required    **Travel:** Occasional

**Working with Children Check:** Required    **Assets:** Nil