

Position Title: Data Administrator	Entity: Independent Living Assessment (iLA))
Reports to: Manager/Team Lead	No of Direct Reports: 0
Industrial Instrument / Job Level: CLC – Tier Support	Primary Location: East Perth
Position Requirements	
Primary Purpose The purpose of the Data Administrator role is to provide accurate data entry and administrative support for iLA programs, with a focus on maintaining and improving LiveUp program data assets. The incumbent will ensure data quality through review, cleaning, and documentation, supporting program delivery and continuous improvement.	
Key Accountabilities/Responsibilities <u>Health Safety Wellbeing & Environment</u> • Comply with all health, safety and hygiene policies, systems, and WH&S legislation to maintain an appropriate working environment. • Ensure all incidents, accidents, injuries, hazards, or property damage are reported. Identify any relevant safety improvements and work collaboratively with the Work Health and Safety program. • Contribute to a culture that supports wellbeing. <u>Functional</u> • Preparing and sorting documents for data entry using Excel and working with varied content management system platforms, such as Payload. • Autonomously collecting and entering data into relevant databases and documents according to content plans while ensuring the accuracy of the data that has been collected and inputted. • Actioning ad-hoc requests for data entry into relevant databases and documents from internal staff and clients. • Resolving issues in collected information through cleaning data and obtaining further information through liaising with internal staff and external parties. • Resolving discrepancies in information and obtaining further information for incomplete documents. • Working with the Content Writers to maintain quality standards of information. • Supporting the Project teams (primarily LiveUp) to develop and improve on relevant documentation pertaining to the maintenance and use of data. • Creating data backups as part of a contingency plan. • Responding to information requests. • Testing new database systems and software updates (as required). Day-to-day administrative tasks as required within the team. Operational • Build and maintain relationships with suppliers, regulators, customers, and other external stakeholders. • Contact and liaise with existing and new suppliers on products or services (as required) • Contribute to, and demonstrate by example, the vision, mission and values. • Actively participate in team and group initiatives by contributing ideas, sharing updates, and supporting implementation activities to achieve business goals. • Identify and implement improvement opportunities within iLA and participate in continuous improvement of the wider organisation by recommending sensible changes and communicating issues that may affect the organisation.	

People & Culture

- Participate actively with colleagues in the leadership team to deliver integrated business outcomes.
- Ensure cultural optimisation through engaging in cultural programs and embedding these within the team and organisation.
- Respect and value the diversity of the workforce by helping to prevent and eliminate discrimination in the workplace.

Administration

- Meet activity based KPI's and report on functions of responsibility.
- Ensure delivery of services and support within Service Level Agreements
- Ensure all operational, documentation and administrative processes are undertaken in accordance with established policies and procedures and maintained and accessible in appropriate formats and designated locations.

Key Performance Indicators & Measures

Indicators of effective performance in the position. KPI's are to be SMART goals. They are identified in the PDR to be specific to the individual teams and the position at a specified point in time.

Key Relationships

Key positions or groups with whom the individual will interact to perform the work of the position.

Internal

- Leadership team
- All other teams in the organisation

External

- Corporate customers
- Sector peers/competitors

Key Behaviours

Behavioural competencies or 'behaviours' are effectively attributes we display as we carry out our work, and 'how'. Below identifies **KEY** competencies (**6-12 key to the role**) integral to the success of this position and the organisation. For this job classification level key competencies critical for success will be **Operational Behaviours**.

<u>Strategic Behaviours</u>	<u>Leadership Behaviours</u>	<u>Operational Behaviours</u>
N/A to this level	☒ Digital capability	☒ Applied Continuous Learning ☒ Communication ☒ Organisation & Self-Management ☒ Quality & Work Standards ☒ Results Focused

Work Related Requirements

Knowledge & Skills (Social, Personal & Technical) & Equipment

The knowledge necessary to effectively perform in the position. Specific skills or equipment that the person needs to be able to use. Personal attributes/qualities that are important to the success of this position

- Confident working in Excel with large amounts of data
- Confident working with CMS platforms, such as Payload.
- Capability to build relationships and effectively communicate with others
- Ability to prioritise and meet deadlines, sometimes working with incomplete information
- Advanced Microsoft office package skills and strong computer literacy.
- Strong analytical skills to interpret data with strong attention to detail,
- Ability to follow instructions, work independently and methodically
- Knowledge of Aged Care sector or AT Products (not essential)

Work Experience <i>The type and extent of previous work experience that is necessary to perform in the position</i> • Role/s in similar position and/or industry, with exposure to most-functional areas encompassed by this role • Operational experience in database entry and analysis (desirable)
Qualifications & Clearances • Certificate level qualification in business, administration, database or computing related fields or relevant positional experience (desirable) • NDIS Worker Screening Check
Extent of Authority Authority to act within the scope of your position to perform the objectives and requirements of your position as identified within this Position Description and as directed by your Leader. The extent of the authority may alter from time-to-time at the direction of your Leader.
Prepared & Approved By: Sarah Price Twist, 27/11/2024 Approved by P & C: Lisa Karabin, P & C Manager, 27/10/2025 Date Reviewed/Modified: 27/10/2025 Liberty Cramer