



Information and Insights Coordinator

The Opportunity

Mallee Sexual Assault Unit - Mallee Domestic Violence Services is seeking a suitable candidate to fill the newly created role of Information and Insights Coordinator.

Operating within the Office of the CEO, this exciting new role will support experience and evidence informed planning and design of services to victim survivors of family and sexual violence across the Mallee region of Victoria.

About the Role

The Information and Insights Coordinator will work closely with the CEO and Executive Leadership Team to develop and execute a comprehensive framework for collection and effective use of data and information to inform service planning, evaluation and continuous improvement. The role will ensure that the organisations information management policies and practices comply at the highest level with industry standards, legislation, and client expectations.

Key Responsibilities

- Lead the design and development of frameworks for monitoring and evaluating service outcomes, including client experience.
- Establish and maintain core population health data sets on family and sexual violence prevalence, impact and service utilisation: provide analysis of data trends and variations to inform service planning, evaluation and quality improvement.
- Streamline and coordinate processes for collection, collation, analysis and reporting of service activity data.
- Contribute to sector research activity by designing, generating and analysing reports relevant to topics under study.
- Establish and maintain the organisations Information Asset Management Register and Plan,
- Lead on-going development and improvement of client record and information management systems and policies: maintain quality control processes to ensure compliance with privacy and information management standards and regulations.

About you

You will bring:-

- Strong technical skills and experience in collating, analysing and presenting service demand and activity data.
- Extensive knowledge and experience in applying information management and privacy legislation, regulations and industry standards at the organisational level.
- Demonstrated skills and experience in designing, collating, analysing and reporting on outcome measures and indicators.
- Strong organisational and time management skills and ability to prioritise tasks effectively to meet timelines.
- Sound understanding of health literacy principles and the ability to synthesize and communicate complex information to diverse audiences.

It would be an advantage if you also brought:-

- Experience in developing systems and processes for sensitive collection, analysis and use of client experience measures
- Familiarity with data systems in the social and community services sector, such as SHIP and IRIS.
- Familiarity with Victoria's MARAM and Information Sharing schemes
- Awareness and understanding of research and advocacy priorities in the family violence and sexual assault service sector

About us

Mallee Sexual Assault Unit - Mallee Domestic Violence Services is a specialist service providing trauma informed support to individuals and families impacted by sexual assault and family violence across the Mallee region of Victoria.

MSAU-MDVS is committed to a work environment and culture that is collaborative, provides work-life flexibility and encourages opportunities for growth and development. We take pride in providing a supportive workplace with great career opportunities for our employees.

Why join us

- Make your mark in establishing this new and impactful role
- Contribute to evidence informed design and continuous improvement of services and outcomes for victim survivors
- Competitive Salary starting at \$119,871 per annum
- Generous Salary Packaging to maximise your take home pay.
- Professional development and training opportunities.
- Employee Assistance and Wellbeing Programs.
- A passionate and supportive team environment.
- Equal Opportunity and Rainbow Tick Accredited employer

How to Apply

All applicants must have the right to work in Australia, be willing and able to obtain a Working with Children Check for both VIC & NSW, a National Police Check and hold a current Driver's Licence.

For enquiries, please **contact Leigh Rhode**, Chief Executive Officer at MSAU-MDVS on 0475 039 648 **or via email careers@msau-mdvs.org.au**.

All applications are to address the Key Selection Criteria as detailed in the Position Description on our website **<https://msau-mdvs.org.au/employment>**.

Applications close at 12.00 midday on Wednesday 18th March 2026