Job Description

Job Title: Manager, Data Science	Reports to: Director, Research & Evaluation
FLSA Status: Exempt	Aligned Executive: VP, Chief Program Officer
Kīpuka: Liliʻuonamoku-Honolulu	Department: Research & Evaluation

Job Purpose

LT believes that knowledge-based decisions contribute to effective and efficient use of organization resources in pursuit of our mission. Managers in Research & Evaluation support the Director and Senior Manager in laying the foundations for and supporting an organization-wide culture that uses knowledge derived from research and evaluation to inform strategic, tactical, and operational decision-making. The Manager for Data Science applies data mining techniques and conducts analysis of quantitative and qualitative data from LT and publicly available data sources. The incumbent also helps ensure the integrity of LT data and creates data visualizations to make knowledge accessible to a wide range of users.

Essential Responsibilities

- Contribute to the design and implementation of an LT data system that addresses key questions in a timely and efficient manner, in collaboration with LT's Information Technology team.
    - o Co-design automated systems to answer the most common data-based inquiries at LT and provide easy access to the results (e.g., through dashboards, infographics, data repositories, etc.)
    - o Respond to emergent and/or ad hoc requests for data analyses
    - o With the R&E Senior Manager, build a system for making research on Native Hawaiian wellbeing accessible to LT and external audiences. Includes collaborating with other Native Hawaiian serving organizations conducting similar types of work (e.g., Kamehameha Schools and the Office of Hawaiian Affairs).
    - o Oversee normalization and quality control of LT data resources.
    - o Support the R&E Director with emergent work.
- Contribute to data analysis capacity-building for a wide-range of LT professionals to participate in and use of the results of research and evaluation at a basic to intermediate level, including:
    - o Support R&E Managers in their work to help develop and evaluate LT programs and services.
    - o Develop and deliver training for Evaluation Kākoʻo in basic data analysis skills; be available as resource to various managers throughout LT to clarify data questions and analytical thinking, assist in identifying implications of findings for policy and practice. (Evaluation Kākoʻo are frontline staff who have volunteered to be the first line of contact for their teammates for evaluation-related questions.)
    - o Prepare community- and state-level data profiles and coach frontline staff members as they use the data in work with their communities and evaluate the effectiveness of the programs and services they deliver.
- Contribute to the capacity of decision makers outside LT to access and apply cutting-edge knowledge to decisions that impact the wellbeing of Native Hawaiians through published data and guides.
    - o External decision makers who set policy in the systems that affect the wellbeing of those we serve.

          o   Leaders of smaller, community-based organizatons.

- Assist community-based organizations and kīpuka-based Community Change Initiative collaborators in formulating their own data-informed questions and using the results in ways that reflect the power and limitations of the data.
- Support tactical and ad hoc program development teams in the design of strategies, tactics, and programs and services by bringing relevant data to this process.
- Communicate results of data analyses in a clear, easily accessible manner.
- Form and sustain collegial partnerships with other organizations that serve the Hawaiian community and the broader public to improve the wellbeing of Native Hawaiians.
- Contribute to the advancement of knowledge in the field by designing and delivering presentations on our products and processes for internal and external audiences (including at professional conferences). Co-author journal quality articles for publication to advance knowledge in the field.

Other duties

- Contribute to the Trust's success by accepting new assignments, helping team members, learning new skills, and striving to improves team and organization results.

Qualifications

Minimum education and experience:
- Graduate level coursework (beyond introductory-level courses) in quantitative and qualitative data analysis. Training in data visualization.
- Progressively-responsible, directly-related work experience: 1-3 years
- Possess the cultural knowledge and skills to work respectfully and effectively in a Hawaiian-serving organization and with local communities.
- Fluency in SAS or SPSS and SQL.

Preferred Education and Experience
- Professional graduate certificate in Data Science from an accredited university
- Facilitative leadership and mentorship training and experience: 1-3 years

Job Competencies

- Tolerance for ambiguity, emergence, and divergent work
- Systems thinking, critical thinking skills, and creative problem solving
- Demonstrated aptitude for social science research/evaluation process to include but not limited to:
  - Analysis of quantitative and qualitative data
  - Responsiveness to key aspects of the context in which the research and evaluation studies will be conducted
  - Expertise in or ability to quickly acquire necessary level of knowledge about the programs or services to be researched evaluated
- Effective oral, written, and visual communication
- Understanding of adult learners and coaching strategies
- Project management skills (beginner to intermediate)
  - Ability to effectively conduct multiple projects simultaneously with limited supervision, managing them to timely completion; identify priorities aligned with organizational needs when faced with resource challenges

Organization Competencies

- **Alignment with Queen's legacy:** Understanding and appreciation of Queen Liliʻuokalani's story, her legacy and the Hawaiian Culture is foundational to staff's commitment to working with our Hawaiian children, families and communities. Demonstrates respect for and appreciation of Hawaiian values history, and culture, understanding its implication in one's work, in fostering meaningful relationships, and in embracing the community served.
- **Hoʻomau i ka ʻImi Naʻauao (Continuous Learning and Improvement)**: Committed to creating and reinforcing an environment of continuous learning and improvement.
- **Hōʻike i na Manaʻo Pono (Effective Communication):** Communicates with those we serve and each other in a consistent manner that results in mutual understanding, harmony, and action.
- **Noʻonoʻo loi (Critical Thinking and Problem Solving):** Actively and skillfully understands, conceptualizes, applies, analyzes, synthesizes, and/or evaluates information and develops and supports fact-based analyses and recommendations
- **Hoʻokumu aʻe or ʻImi hakuhia (Innovation):** Identifies and integrates creative ideas into new or existing services and promotes effective problem-solving.
- **Pilina Hoʻohana a me ka Hana Hilinaʻi (Building Relationships and Creating Trust):** Manages relationships to create optimal opportunities and move the organization forward.
- **Alu Like i ka Hana (Teamwork):** Works cooperatively and collaboratively with others throughout the organization in alignment with the organization's objectives.
- **Hoʻonui i ka ʻIke (Capacity Building):** Encourages personal growth by exhibiting trust and a belief in the capacity of others.

Mental and Physical Demands:

- Ability to lift 25 lbs pounds. Requires frequent sitting, bending, standing.

Terms and Conditions of Employment

As a condition of employment, employee will be subject to LT's policies and procedures.