Position Description

<table>
<thead>
<tr>
<th>Position</th>
<th>Senior Data Analyst</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Heatherton</td>
</tr>
<tr>
<td>Directorate</td>
<td>Business Intelligence</td>
</tr>
<tr>
<td>Reports to</td>
<td>Executive General Manager, Business Intelligence</td>
</tr>
<tr>
<td>Employment Status</td>
<td>Full time, ongoing</td>
</tr>
</tbody>
</table>

About South Eastern Melbourne PHN (SEMPHN)

We are one of six Primary Health Networks (PHNs) in Victoria, and 31 PHNs across Australia. There are around 1.5million residents in our catchment, which stretches from St Kilda to Sorrento, and as far east as Bunyip, including the major population hubs of Clayton, Dandenong, Moorabbin, Caulfield, Cranbourne, Frankston and Pakenham.

Reporting to an independent Board, we are a ‘for-benefit’ social enterprise working on behalf of the Federal Government to improve local health care. We want everyone in our community to be able to access the right care, in the right place, at the right time.

We are working to achieve this goal by improving access to existing services, commissioning new services to improve health outcomes and encouraging GPs and others to innovate and further improve local health care.

The Federal Government has identified seven priority areas for improvement and innovation for primary health:

- Mental health
- Alcohol and Other Drugs
- Aboriginal and Torres Strait Islander Health
- Aged care
- Population health
- Health workforce development
- Digital health.

We are well on track for our deadlines of commissioning services and you might be interested to know that SEMPHN has been identified as one of the 10 PHN lead sites to champion mental health reforms and trial innovative service models.

SEMPHN is also recognised as a Gold accredited Mental Health First Aid Australia Skilled Workplace.

Our Values

SEMPHNs values are at the heart of our work and shape what we do and how we do it.

Our values are Collaboration; Community; Accountability; Respect; Excellence; and Solution focused.

All SEMPHN employees are required to understand these organisational values, integrate the values into their work and demonstrate behaviours which reflect these values.
About the Business Intelligence Directorate

SEMPHN’s success will be determined by the impact it has on improving the health outcomes of the local community, in particular ensuring that primary health care service capacity is targeted at discrete communities in need. Curating our collections of data – local, regional, national – so that they are fit for PHN use will be a critical activity of this directorate. Building the evidence and acting as a data conduit through the organisation will be key to the organisation’s future as a productive commissioner of services.

Job Summary

The role of the Senior Data Analyst is to contribute to the management and coordination of the research, collection, analysis and reporting of relevant and high quality health data, performance indicators and initiatives. A range of data sources will be used and engagement with a range of data custodians will be required. The collection and analysis of data will inform planning and service development at the SEMPHN. The Senior Data Analyst may also provide leadership and mentoring to the Data Analysts.

Key Responsibilities

Research, Interpretation and Data Analysis

- Work with SEMPHN teams to address their data needs including collecting, analysing and presenting relevant population health data.
- Use technical expertise to extract and analyse data from complex datasets, including large relational databases.
- Develop, implement and manage the administration of key data collection activities.
- Analyse population health and other data to identify health trends, impacts and gaps for SEMPHN.
- Research relevant literature to identify and validate system outcomes and performance measures.
- Develop programs and processes to automate routine tasks, such as data cleaning, extraction, analysis and reporting.

Reporting

- Support the monitoring and evaluation of commissioned activities through providing high quality reporting and interpretation to key internal and external stakeholders.
- Develop interactive online dashboards for program monitoring and routine reporting.

Planning and leadership

- Provide leadership and motivation across SEMPHN that supports best practice population health analysis.
- In collaboration with other teams develop a range of Population Health plans and resources for the SEMPHN.
- Provide high level advice on all matters related to the analysis, evaluation and reporting of health data, including the impact of government policy changes.
Team Membership

- Work within a matrix structure within SEMPHN and provide advice to management and the executive.
- Promote, and maintain a positive and collaborative work environment.
- Identify opportunities to integrate and work collaboratively across other programs.
- Maintain effective relationships with internal and external stakeholders.

Quality

- Actively participate in, and contribute to a continuous culture of workplace quality improvement activities.
- Comply with all relevant legislation, regulations and professional standards.

Workplace Health and Safety

- Take reasonable care for own health and safety.
- Take reasonable care for the health and safety of others including the implementation of risk control measures within their control to prevent injuries or illnesses.
- Comply with all reasonable instruction of their manager/ supervisor to safeguard their health and safety.
- Cooperate with any reasonable SEMPHN’s policies and/or procedures including the reporting of OH&S hazards or incidents.

Key Relationships

Internal

- Executive General Manager, Business Intelligence
- Business Intelligence staff.
- Executive staff and other senior managers.

External

- Various reporting agencies.
- GP’s and Primary health service providers.
Key Selection Criteria

Qualifications

- Extensive relevant experience.
- Relevant tertiary qualifications in either data analytics/health planning/public health/health admin/health education with an emphasis on data analysis and data management or equivalent.

Skills, Knowledge and Experience

- Advanced conceptual and analytical skills including the proven ability to use and interpret epidemiological and social planning data.
- Demonstrated experience in the analysis and interpretation of large complex data; ideally with health data sets.
- Demonstrate experience in maintaining and querying complex relational databases (Access, SQL).
- Strong knowledge of research and statistical methodologies and extensive experience in the use of computer software packages to analyse data (such as SAS, Stata, SPSS, Python, R).
- Demonstrated experience with developing dashboards using tools such as Power BI/Qlik Sense.
- Demonstrated experience in quantitative and qualitative research and interpretation.
- Proficient programming skills to automate routine tasks, such as data cleaning, extraction, analysis and reporting.
- Excellent verbal and communication skills and a proven team player.

Other

- A demonstrable commitment to SEMPHN organisational values.
- A National Police Check and Working with Children Check will be required in accordance with government funding requirements.
- All SEMPHN staff must take reasonable care for their own health and safety and others.
- All employees of SEMPHN must be permanent residents of Australia or hold a valid employment visa.
- A current Victorian Driver’s License is required.
- All employees must abide by SEMPHN policies and procedures as varied from time to time.
- SEMPHN is committed to equal opportunity employment.