

Position Description

Position	Health Data Analyst
Location	Heatherton
Directorate	Business Intelligence
Reports to	Executive General Manager, Business Intelligence
Employment Status	Full-time, initially up to 12-month position (with the possibility of an ongoing appointment).

About South Eastern Melbourne PHN (SEMPHN)

SEMPHN is a leader, facilitator and influencer towards the shared goal of better primary health care.

We are one of six Primary Health Networks (PHNs) in Victoria, and 31 PHNs across Australia, with around 1.5 million residents in our catchment.

Reporting to an independent Board, we are funded primarily by the Australian Government to help people in south east Melbourne get the health care they need, when and where they need it.

We do this by: commissioning out-of-hospital services, locally; partnering to make quality care more accessible and integrated, and easier to navigate – especially for people who need it most; helping primary health care professionals to deliver the best care possible – now, and into the future; and influencing Government policy on primary health care reform.

Evidence-based practice is the foundation of our work, and we are constantly asking, 'together, how can we do this even better?'

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

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

In this context, we challenge the status quo and often design things differently, with a very clear goal to measurably improve health. This is the ultimate indicator of our success.

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.

In facing the many opportunities and challenges in our work, our people are exceptional at adapting to evolving needs.

Revision No:		Date:	June 2021	Page 1 of 4
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About the Business Intelligence Directorate

SEMPHN's success is 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 collections of data – local, regional, national – so that they are fit for PHN use is a critical activity of this directorate. Building the evidence and acting as a data conduit through the organisation is key to the organisation's future as a productive commissioner of services.

Business Intelligence directorate comprises of two teams: Research & Evaluation and Data & Systems Integration. Research & Evaluation team leads: (1) an analysis and assessment of the health and service needs of people in the PHN region to identify opportunities and set priorities for SEMPHN's commissioning activities; and (2) monitoring and evaluation activities of commissioned services to ensure patients receive the right care in the right place at the right time. Data & Systems integration team leads: (1) health data reporting activities; (2) management of SEMPHN databases and metadata; and (3) building extensible data acquisition and integration solutions.

Job Summary

Working in the Research and Evaluation team within Business Intelligence, the Health Data Analyst will be responsible for managing and delivering high-quality data analytics and health research projects. This position develops and maintains relationships with stakeholders to understand their information needs, conducts statistical analysis and modelling to support evidence-based program development, and interpret and present analytical findings in written and visual formats.

Key Responsibilities

- Work with SEMPHN teams to address their needs including collecting, analysis and presenting relevant population data.
- Analyse population health and other data to identify health trends, impacts and gaps for SEMPHN.
- 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.
- Research relevant literature to identify and validate system outcomes and performance measures.
- Develop programs and process to automate routine tasks, such as data cleaning, preparation.
- Support the monitoring and evaluation of commissioned activities by data interrogation and interpretation.

Planning and Leadership

- Provide leadership and motivation across SEMPHN that supports best practice population 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 change.

Revision No:		Date:	July 2021	Page 2 of 4
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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 and departments.
- Other PHNs.

Revision No:		Date:	July 2021	Page 3 of 4
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Key Selection Criteria

Qualifications

- Relevant tertiary qualification in either public health, statistics, data analytics, epidemiology, or related health area with a major focus on quantitative research methods, or extensive relevant experience.

Skills, Knowledge and Experience

- Advanced conceptual and analytical skills with strong knowledge of research and statistical methodologies.
- Demonstrated experience in the analysis and interpretation of large complex administrative health data.
- Demonstrated experience in the use of statistical software packages (such as R, Stata, SPSS, Python, SAS).
- Experience in maintaining and querying complex relationship databases (Access, SQL) and experience in using Tableau, Power BI and/or Qlik Sense considered as a plus.
- Strong written communication skills, with a proven experience in preparing project briefs and reports that relate to complex issues.
- Highly developed interpersonal, representational and communications skills, including the ability to establish and maintain effective working relationships with internal and external stakeholders and the ability to provide consolidated and relevant advice to project teams.

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.

Revision No:		Date:	July 2021	Page 4 of 4
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