

Information Pack

for Advertised Positions with Western NSW Primary Health Network

Thank you for your enquiry. This pack contains:

- information about the role and our organisation,
- guidelines for applying, and
- the selection criteria we will be using to select the right candidates.

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The Role

Manager Data

Location

Dubbo, Orange, Bathurst or Broken Hill

Contract type

Full time permanent contract

About the role

Western NSW Primary Health Network (WNSW PHN) is currently seeking a motivated individual who has a passion for primary healthcare and community wellbeing.

The Manager Data works collaboratively across Western NSW Primary Health Network (WNSW PHN) and is responsible for driving data management, data governance, analytics, reporting and visualisations to ensure the organisation is well placed to meet its strategic and operational goals with competitive advantage.

The position can be based in any one of our offices, including: Dubbo, Orange, Bathurst or Broken Hill.

The salary for this position is Level 5, Grade 4 (\$132,987 + superannuation).

If you have any questions about this position after you have read this Information Pack, please contact **Janine Dennis** on **0419 297 855**.

Applications should be submitted via our [Careers site](#) by **11:59pm on 21 June 2026** and must include all components outlined [here](#) to be accepted.

Selection Criteria

Essential

- Tertiary qualifications in a relevant field, or equivalent work experience, or a combination of study and work experience.
- Strong analytical, data analysis and report writing skills with the ability to use data to tell a story and inform decision making.
- Experience in coordinating population health and health services planning data analysis.
- Experience in leading and managing teams
- Highly developed interpersonal skills, excellent written and verbal communication skills include the ability to convey technical concepts to a non-technical audience.
- Demonstrated experience working collaboratively with management and staff within and across teams to achieve organisational outcomes, and an ability to be flexible and adapt to changing work priorities.
- Sound organisational skills with proven ability to work independently as well as lead a team to deliver outcomes on time.
- Proficiency in one or more coding languages such as SQL, DAX, Python and/or R.
- Good communication and interpersonal skills with the ability to communicate with a range of people and organisations, using appropriate mediums.
- Capacity to travel within Western and Far West NSW and hold a current driver's licence.

Desirable

- Knowledge and understanding of trends, developments and issues in primary care, particularly related to health data
- Some knowledge and understanding of pipeline development using Azure Data Factory and/or Fabric
- Experience in health, NGO, or community services sectors.
- Experience in working with Aboriginal people, organisations and communities in view of planning and implementing services and achieving outcomes for Aboriginal people.

About Western Health Alliance Ltd (WHAL)

Western Health Alliance Ltd (WHAL) trades as Western NSW Primary Health Network (WNSW PHN).

WNSW PHN is one of 31 Primary Health Networks across Australia. We are an independent, not-for-profit organisation funded by the Commonwealth Department of Health, established to support frontline health and wellbeing services. Our focus is to increase the efficiency and effectiveness of primary health care, ensuring people receive the right care in the right place at the right time.

WNSW PHN is an agile and high performing organisation that responds to the identified needs of the community, Commonwealth and State health policy, and the development needs of primary health care providers. We work closely with general practice, Aboriginal Medical Services and other health care providers, Local Health Districts, non-government organisations and the broader community to

plan and fund programs that support local health services to meet the health needs of our communities.

Benefits to working with us

We pride ourselves on being supportive and flexible and offer a great range of benefits including:

- Generous salary packaging options up to \$18,450 per year
- Family friendly and flexible working arrangements (including Hybrid model)
- Collaboration with passionate, like-minded professionals
- 5 weeks annual leave
- Additional leave between the Christmas and New Year period
- Option to purchase an additional 2 weeks leave or cash out 2 weeks
- Corporate Fitness Program (Fitness Passport)
- Professional development allowance and study leave
- 6 weeks paid parental leave
- Free Employment Assistance Program

Applying for this position

- Carefully read this information pack in its entirety.
- Conduct some initial research on our organisation by browsing [our website](#).
- If you need to seek clarification or additional information about us and/or the position, contact the appropriate person identified in this pack.
- Decide whether you possess and can demonstrate your skills, experience, knowledge and ability against the [selection criteria](#) in this Information Pack.
- When addressing the selection criteria, provide examples to demonstrate and substantiate your claims. Examples should outline a situation, identify the action you took and summarise the subsequent result. Keep your response to no more than two pages, plus your Resume/Curriculum Vitae (CV).
- Be aware of the closing date and where and how to lodge your application. If, for any reason, you cannot submit your application by the closing date, you should ring the contact person to see if a late application will be accepted.
- If you require any special arrangements (e.g. wheelchair access, hearing or visual aids, etc.) to assist you in attending an interview, please discuss these with the contact person when the interview is being arranged.

WNSW PHN is an Equal Employment Opportunity employer, and we are committed to working towards Reconciliation (learn more about our Reconciliation journey [on our website](#)). Aboriginal and Torres Strait Islander people are encouraged to apply.

What to include in your application

In order for your application to be accepted for this role, it must include:

- A cover letter introducing yourself and outlining your interest in the position
- Statement addressing each of the [selection criteria](#) within this Information Pack
- Resume/Curriculum Vitae (CV) that should include:
 - contact details including telephone number and email address
 - education/qualifications
 - an employment history summary including (for each position):
 - the employer
 - start and finish dates
 - your position/title
 - your responsibilities and achievements in the position
 - a summary of your skills
 - professional memberships
 - the names of two work related referees (must be work related and senior to the position you hold), and other relevant information that will support your application not covered elsewhere.

Submit your application

Applications should be submitted via our Careers site by **11:59pm on 21 June 2026**.

Apply here: [Work With Us | Western NSW Primary Health Network Careers](#)

Position Description

Position Title:	Manager Data
Position Location:	Dubbo, Orange, Bathurst or Broken Hill
Position Reports To:	Executive Manager Planning, Commissioning & Engagement
Portfolio:	Commissioning
Contract Type:	Permanent full time
Industrial Instrument:	Western Health Alliance Ltd Enterprise Agreement 2025
Position Classification:	Level 5, Grade 4
Delegated Authority:	Level 3 - As defined in the Delegations Procedure

Position Purpose

The Manager Data works collaboratively across Western NSW Primary Health Network (WNSW PHN) and is responsible for driving data management, data governance, analytics, reporting and visualisations to ensure the organisation is well placed to meet its strategic and operational goals with competitive advantage.

Key Responsibilities

Data Management and Data Governance

- Fulfill data stewardship responsibilities along the data life cycle for relevant data assets as per the Organisations Data Governance Framework
- Support development, implementation and maintenance of strategic data management arrangements including data governance policies, processes, procedures, privacy and security protocols.
- Support Data Custodian and organisation building and maintaining data governance maturity and literacy
- Provide support for Data Stewards to learn and complete necessary stewardship tasks in the data lifecycle
- Enhance the overall data literacy of the organisation through resources, training, and support to help employees gain the necessary knowledge and confidence to work with data effectively.

Data Insights, Business and Health Intelligence

- Collaborate with teams across WNSWPHN to identify and facilitate data management needs
- Deliver high-quality, actionable insights to support evidence-based commissioning, service planning, and performance monitoring to improve health outcomes and service delivery across WNSWPHN region.
- Provide support in data, reporting, and visualisations for Health Planning, Commissioned Services, and Corporate Data Systems, to deliver insights and analytics in a timely fashion.
- Maintain a consistent approach for all WNSW PHN reporting and dashboards.
- Ability to analysis complex health data sets, deliver innovative solutions & create clear reports and dashboards
- Coordinate and assist key stakeholders with the development of Key Performance Indicators and monitoring and evaluation tools to measure effectiveness and efficiency.
- Provide technical and complex data support including fundamental support with geospatial analytics as required.
- Fulfill data requests and document work in the Service Desk, code management software and Project Management System, including the capture of ongoing day-to-day duties.
- Gather and transform business requirements into reusable data models that are repeatable and scalable.
- Work with Business intelligence tools, data lakes, data warehouses, Git repositories and other data tools, specifically in the Microsoft Azure and Fabric environments
- Assist the IM/IT Manager with recommendations of fit for purpose data solutions including tools, platforms, applications and technology for storage, analysing and presentation.

Needs Assessment

- Manage and maintain external strategic and operational relationships with the Western NSW Health Intelligence Unit and other local, State and Commonwealth agencies to facilitate the data needs of WNSW PHN.
- Lead and contribute to the collection and analysis of data to inform and support population health planning identifying the health needs of the region

Stakeholder Management

- Manage and maintain relationships between the WNSW PHN and core data vendors (providers) as required in coordination with the IM/IT Manager.
- Develop and maintain effective relationships with internal and external stakeholders including other PHNs, service providers, and non-government organizations Proactively, develop and maintain appropriate processes, documentation and tools to optimize the use of available data and information to inform strategy, planning and service design.

Leadership

- Lead, coordinate and support activities of the data function, serve as an escalation point for data-related issues, working closely with team members to resolve challenges and provide guidance as required.
- Embody PHN values (Respect, Innovation, Accountability, Integrity, Cooperation, Recognition) in behavior and decision-making.

- Assist with staff development and career growth through regular coaching and feedback.

Other

- Provide support and lead opportunistic health research.
- Understanding of Cyber Security and Privacy of Information.
- Contribute expertise to, and take responsibility for, Data projects as required
- Other duties required to support the Executive Manager Planning, Commissioning, Strategy as needed from time to time.

Work Health and Safety

- Take reasonable care of their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply with WNSW PHN policies and procedures relating to health and safety.
- Be aware of individual responsibilities under the relevant Workplace Health and Safety legislation and report as necessary any untoward accident, incident or potentially hazardous environment.

Statement of Organisational Commitment

WNSW PHN is strategically focused on improving health outcomes for Aboriginal and Torres Strait Islander people living and connected to our region and plays a leadership role in transitioning the primary health care system through the development of culturally safe and aware models of care, ensuring access to quality health care and commissioned services. WNSW PHN recognises Aboriginal and Torres Strait Islander people as the original inhabitants of Australia and as the Traditional Custodians of the land. We encourage and promote a culture of diversity within our workforce. To continue to improve the way we work with Aboriginal communities, we encourage recruitment of local Aboriginal and Torres Strait Islander people within the region to add their voice to achieve health goals and priorities for our communities.

General Responsibilities

- Demonstrate a commitment to WNSW PHN's vision and values.
- Respect confidentiality in line with the Privacy Act 1988 and related policies and procedures.
- Be aware of and adhere to WNSW PHN's policies and procedures.
- Ensure WNSW PHN health literacy principles and practices are known and applied.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend and participate in out-of-hours meetings and functions as required.
- Actively participate in staff development activities.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment utilised in the office.
- Undertake other duties commensurate with the role as required.
- Demonstrate and embed culturally safe practices into all work outputs and the workplace.

- Demonstrate and embed Corporate Social Responsibility in our business operations and interactions with their stakeholders.
- This role is a non-clinical support role and will not involve the diagnosis, treatment or provision of direct patient care of any type.

Competency Framework Key behaviours

(Refer to WHAL Competency Framework)

Core Competencies	Role Requirement Level
Analytical Thinking	(4) - Undertakes broader, complex analyses
Initiative	(4) - Takes action to realise future opportunities
Customer Focus	(4) – Delivers best practice customer service
Learning Orientation	(4) - Expands existing boundaries of knowledge
Results Focus	(4) - Drives broader business results
Teamwork and Co-operation	(4) - Builds team effectiveness
Direction Setting	(4) - Conceptualise and design business strategy
Influencing & Negotiation	(4) - Uses a range of influencing strategies
Conceptual Thinking	(4) - Clarifies complex information relating to broad business opportunities
Judgement & Decisiveness	(4) - Makes sound strategic decisions
Planning & Coordination	(4) - Manages competing organisational priorities
Developing Others	(4) - Provides highly detailed feedback to encourage longer term career development
Leading the Team	(4) – Generates strong commitment and enthusiasm

Selection Criteria

Essential

- Tertiary qualifications in a relevant field, or equivalent work experience, or a combination of study and work experience.
- Strong analytical, data analysis and report writing skills with the ability to use data to tell a story and inform decision making.
- Experience in coordinating population health and health services planning data analysis.
- Experience in leading and managing teams
- Highly developed interpersonal skills, excellent written and verbal communication skills include the ability to convey technical concepts to a non-technical audience.
- Demonstrated experience working collaboratively with management and staff within and across teams to achieve organisational outcomes, and an ability to be flexible and adapt to changing work priorities.
- Sound organisational skills with proven ability to work independently as well as lead a team to deliver outcomes on time.
- Proficiency in one or more coding languages such as SQL, DAX, Python and/or R.
- Good communication and interpersonal skills with the ability to communicate with a range of people and organisations, using appropriate mediums.
- Capacity to travel within Western & Far West NSW; hold a current driver's licence.

Desirable

- Knowledge and understanding of trends, developments and issues in primary care, particularly related to health data
- Some knowledge and understanding of pipeline development using Azure Data Factory and/or Fabric
- Experience working in the health, NGO or community services sectors
- Experience in working with Aboriginal people, organisations and communities in view of planning and implementing services and achieving outcomes for Aboriginal people.

Special Conditions

- An understanding and commitment to Cultural Safety in the workplace.
- Conditions of employment are governed by the industrial instrument specified in the first table, the Fair Work Act 2009, National Employment Standards, Western Health Alliance Limited Employment Contract and WNSW PHN policies and procedures.
- Out of hours work, on evenings and/or weekends, may be required from time to time for which flexible working hours may be negotiated with your Manager.
- Travel, including overnight stays, across the region within the WNSW PHN's boundary may be necessary from time to time. Occasional intrastate and/or interstate travel may also be required.

Appointment Prerequisites

- Verification of eligibility to lawfully work in Australia. You must be an Australian or New Zealand Citizen, a Permanent Resident of Australia or possess a valid Australian Working Visa to be employed by WNSW PHN.
- Certification of tertiary qualifications and professional membership (if applicable to role).
- AHPRA Registration verification (where applicable to role).
- Verification of current NSW Drivers Licence.
- Verification of comprehensively insured motor vehicle (if applicable to role).
- National Police check.
- Working with Children check (if applicable to role).