

Position Details

Position Title	Population Health Insights Lead
Classification	Lead
Business Unit	Insight, Performance and Digital Services
Reporting Relationships	Reports to – Manager, Population Health and Evaluation. Number of direct reports - 0
Work hours/ Employment Type	Full-time (1.0 FTE), Permanent (part-time arrangements genuinely considered)
Location	737 Bourke Street, Docklands Victoria 3008

If you need assistance or reasonable adjustments to fully participate in the application or recruitment process, please refer to '[NWMPHN Commitment](#)' section contained in this document below.

NWMPHN Values



About Us

Melbourne Primary Care Network Ltd (MPCN) trading as North Western Melbourne Primary Health Network (NWMPHN) is one of 31 Primary Health Networks (PHNs) across Australia, established by the Commonwealth Government in 2015 to improve the health of people who live in their region, particularly those most at risk of poor health outcomes. Everything we do is aimed at improving the health and wellbeing of our community. Our 5 strategic objectives from our [Strategic Plan](#) are:

1. To be a trusted partner in building a high-performing and sustainable health care system.
2. To listen to what people value in their health care and place this at the centre of all that we do.
3. To build the capability of primary health care providers.
4. To generate, translate and share data and evidence about population health needs and outcomes.
5. To work together to build a thriving organisation that is well-governed and financially and environmentally sustainable.

For more information, visit [our website](#).



About the role

The Population Health Insights Lead supports NWMPHN to understand regional and local health and wellbeing needs and use that knowledge to enhance evidence-based planning and commissioning decisions. This role is the organisation's go-to for population health insights, bringing together data from multiple sources and staying across emerging evidence and trends. It works closely with data analysts and technical teams to access, interpret and make sense of the most relevant information.

The role also serves as a key point of contact for internal teams, translating complex data into clear, practical advice. This includes helping teams understand what the data does and does not support, to inform planning, commissioning and service design. Working as part of the Insight, Performance and Digital Services (IPDS) Business Unit, the role plays a central part in health needs assessment and related planning work, helping ensure insights are grounded in robust and relevant evidence. It also supports engagement with external partners, contributing to discussions on data sharing, research collaboration and local evidence needs.

People with diverse backgrounds and lived experiences are strongly encouraged to apply for all roles at NWMPHN.

Key Responsibilities

Population health planning

- Collect, manage, analyse and interpret population health, epidemiological, service, workforce and community data from multiple sources, maintaining a strong understanding of the NWMPHN region and local area profiles.
- Use this evidence to identify health and wellbeing needs, trends, inequities and service gaps, including barriers to access and the influence of social determinants of health, and support the identification of priority populations.
- Translate these insights into clear, meaningful outputs for different audiences, providing practical advice on what the data does and does not support to inform planning, prioritisation and service improvement.
- Lead the translation of population health data and analysis into clear, practical insights. This includes contributing to the development and refinement of health needs assessments, population profiles and other planning products. It is essential that outputs are tailored to a range of audiences with different levels of data literacy, to support informed planning, commissioning and service design.
- Plan and facilitate stakeholder and community engagement activities to gather input, validate findings and ensure that planning reflects lived experience, service delivery realities and the needs of priority populations.
- Work collaboratively with our Technical Development and Data Services Team to develop a range of outputs, including reports, briefings, presentations, data summaries and dashboards that describe health needs, issues and trends.
- Ensure that outputs are tailored to a range of audiences with different levels of data literacy, to support informed planning, commissioning and service design.
- Communicate clear, evidence-based population health insights, recommendations and key learnings to support decision-making across NWMPHN.



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- Build and maintain strong working relationships with internal teams and external stakeholders and use these relationships to support shared understanding and use of evidence.
- Contribute to monitoring, evaluation and continuous learning by supporting the interpretation of program and service data in context. This includes helping teams understand how population characteristics, local service environments and external factors may influence patterns, variation and outcomes, and applying this understanding to inform planning, commissioning and program design

Report writing and project management

- Support the planning, coordination and delivery of regional health needs assessments in accordance with project management methodologies, ensuring activities and deliverables are completed on time, within budget and to a high standard.
- Contribute to the planning and delivery of population health projects, including development of workplans, progress monitoring, decision documentation, risk escalation and routine reporting on deliverables, timelines and outcomes.
- Provide high-quality written outputs and take a lead role in the delivery of population health and planning work. This includes preparing and reviewing key materials such as briefings, stakeholder content, consultation summaries and project documentation, while maintaining oversight of timelines, deliverables and overall progress.

Other related tasks and duties as determined by the CEO and/or your Executive Director, Emma McKewon that are consistent with a position of this band and skills requirement.

Key Selection Criteria

- Tertiary qualification in public health, population health, epidemiology, health sciences, health planning, health policy, social sciences, statistics, evaluation, or another relevant discipline.
- At least 5 years' relevant experience in population health, public health, health planning, commissioning, health needs assessment, epidemiology, evaluation, or a related field.
- Demonstrated experience leading population health, health planning or needs assessment projects, including the collection, interpretation and translation of data and evidence to support decision-making.
- Strong ability to translate complex population health data and evidence into clear, practical advice, reports, presentations and other outputs for audiences with varying levels of data literacy.
- Highly developed communication and stakeholder engagement skills, including the ability to build effective relationships and support shared understanding and use of evidence.

Desired Requirements

- Experience working with external datasets, data custodians, researchers or partner organisations to support data sharing, evidence generation or collaborative analysis.
- Experience coordinating projects with multiple contributors, shifting timelines and competing priorities, while maintaining clear documentation, decision tracking and progress reporting.
- Demonstrated ability to apply evaluation or social research methods in practical settings, including adapting methods to suit real-world constraints.



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Key Accountabilities for All NWMPHN staff:

- Culture
- Quality Management Systems (QMS)
- Information Security Management Systems (ISMS)
- Work Health and Safety (WHS)

For more information on Key Accountabilities, read [here](#)

Section 2 in [this document](#) applies for all Managers, Directors and Executive Directors.

Key Relationships

Internal	External
Senior Leadership Team	Research institutions
Other IPDS team staff	Government departments
Program and commissioning teams	Other PHNs
Communications and engagement teams	Health and community sector partners

Key Competencies

Each role level at NWMPHN has a defined Competency Profile; a description of the level of skill and behaviours needed for the role. Please see Appendix 1 for the defined competencies for this role.

Other Requirements

1. National Police Records Check

Employment is subject to a satisfactory national police check. This will be undertaken and paid for by the employer.

2. Working with Children Check

Employment is subject to a satisfactory Working with Children Check. This will be undertaken by the employee and paid for by the employer.

3. Current Driver's License and Reliable Vehicle

Rate for KM reimbursement is detailed in this [policy](#).

4. Child Safety

NWMPHN is committed to the safety and wellbeing of all children and young people. This applies to all Board members, Sub Committee members, staff, students and all commissioned providers.

5. Physical Requirements and Work Environment

[The standard activities for administrative roles at NWMPHN](#) are applicable for this role.



NWMPHN Commitment - Equal Employment Opportunity

We welcome applications from people with diverse backgrounds and lived experiences, including Aboriginal and Torres Strait Islander Peoples, People from Culturally and Linguistically Diverse (CALD) backgrounds, LGBTQIA+, People with disability, as diversity and inclusion drives our success.

We recognise the importance of attracting and retaining talent that reflects the diverse community we live in. Research shows that teams with diverse experiences and perspectives are more creative and better problem-solvers.

It is important to us that all candidates can participate equitably in the recruitment process. If you need assistance or adjustments to fully participate in the application or interview process, please contact the NWMPHN HR team at careers@nwmpnh.org.au for a confidential conversation.

Supporting our employees balance their work and life commitments.

The nature and scope of flexible work options available will depend on the nature of the position. Applicants are encouraged to discuss flexible work arrangements with the hiring manager during the recruitment process.

Authorisation

This position description is current at the date of approval and may be amended in conjunction with the current incumbent and based on organisational requirements.

Chief Executive Officer Signed:	Date:
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Appendix 1 - Competencies for Lead

Core skills for work

Navigate the world of work - Develops transferable skills and knowledge through sharing and reflection, takes responsibility for decisions, understands own rights and responsibilities and applies the values of the organisation in decision making and in undertaking all aspects of the role

Interact with others - Selects and uses the appropriate conventions and protocols when communicating in a range of work contexts, identifies strengths and limitations of own interpersonal skills and addresses areas that would benefit from further development and acknowledges when own reactions to different perspectives may contribute to conflict

Get the work done - Takes responsibility for planning and organising own workload, considers who, and how, others should be involved in consultative and collaborative activities and adapts ideas being used in similar contexts

Manages effectively - Uses the appropriate management style required for the situation, provides guidance, feedback and support for each team member and leverages the strengths of the team when allocating tasks

Collective Commissioning

Leadership and change management - Communicates and coordinates business plan activities, understands and promotes the role of the organisation and works collaboratively with stakeholders to efficiently and effectively deliver organisational activities

Codesign and community development - Undertakes codesign and clinical and community engagement activities, invests in understanding communities, is cognisant of the complementarity of and differences between communities, organisations and consumers and supports others to undertake this work with cultural sensitivity

Population health - Facilitates and coordinates a population health approach to commissioning activity, has an awareness of current primary health care services from a patient, practice, service and policy perspective and works with staff to build internal population health knowledge and capability

Collaborative arrangements – Promotes and maintains productive and collaborative arrangements with internal and external stakeholders and builds internal collaborative capability

Market management - Identifies and builds understanding of market characteristics, promotes and markets the organisation as attractive to do business with, and delivers high level procurement processes and practices and monitoring of supplier performance

Organisational Capability - Delivers and coordinates commissioning activity in accordance with organisational governance arrangements, policies procedures, systems and processes, identifies opportunities to enhance efficiency and effectiveness of organisational processes and models a culture of quality improvement



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