

Position Description

Position Title:	Business Intelligence Developer		
Reports to	Manager Systems Intelligence and Analytics		
Directorate:	Strategic Operations		
Business Unit	Systems Intelligence and Analytics		
Number of Direct Reports	0	Budget Responsibilities	0
EMPHN Classification	Band 3		

Approved by:	James Scott – Executive Director Strategic Operations	Date:	9/09/2019
Next Review Date:	30/06/2021		

About EMPHN

With our partners, we will facilitate health system improvement for people in eastern and north eastern Melbourne. In doing this, our five key strategic priorities are:

- Addressing health gaps and inequalities**
- Enhancing primary care**
- Leveraging digital health, data and technology**
- Working in partnership to enable an integrated service system**
- A high performing organisation**

Our four organisational values will underpin all work undertaken by EMPHN and our employees.



Leadership	<i>We champion innovation and embrace change which improves our work. We celebrate and build upon our achievements in health care.</i>
Understanding	<i>We listen and respect all perspectives and seek evidence for a deep understanding of each other and our community.</i>
Outcomes	<i>We are accountable for ensuring value for money for our communities, stakeholders and funding bodies. We focus on high impact, equitable health care solutions that increase efficiency and reduce waste</i>
Collaboration	<i>We enable those who touch the system to design the system through sharing knowledge, evidence and expertise. We work together across teams for shared outcomes.</i>

Purpose of Position

To work across the Eastern Melbourne PHN (EMPHN) to support the development and provision of a comprehensive performance and information service, providing analytical and technical expertise in the analysis, interpretation and presentation of complex data and championing the use of data in undertaking commissioning activities to improve the health outcomes of people within our catchment.

The BI Developer will work closely with internal stakeholders and external service providers to develop the automation of data collection in a standard way and support the enhancement of tools in Microsoft BI stack. Also providing technical expertise, the BI Developer will continuously strive for innovation of current tools and will use their knowledge, and industry contacts to introduce more effective and efficient data analysis capabilities. There is significant opportunity in the Systems Intelligence and Analytics team to further drive automation to support the EMPHN data governance program.

Key Relationships and Stakeholders

- EMPHN Executive Team
- All EMPHN employees engaged in planning and commissioning processes
- EMPHN Catchment wide needs assessment analysis

Accountabilities

Leadership

- Lead business development projects focused on data collection and usages as required
- Champion the use of data and health information to support the work of the organisation.

Communication

- Contributing business insights in support of EMPHN performance measurement, strategy development, improvements in service operations, project initiatives, and management reporting and ad-hoc enquiries.
- To produce and maintain accurate records and datasets and associated documentation, maintaining confidentiality.
- Provide authoritative advice and sound recommendations, both technical and business related, to senior management and relevant stakeholders regarding data analysis and reporting issues

Financial Management

- Ensure deliverables of projects lead are met on time and to budget.

Stakeholder Engagement

- Engaging with the EMPHN reporting and analysis consumers and stakeholders to define, design and deliver analysis and reporting solutions.
- Providing business users with timely, trusted, fit for purpose, organisational information and analysis.
- Liaise with the EMPHN staff and external partners to enable and manage the timely and accurate transfer of information so that the appropriate analyses can be undertaken.

Innovation and Improvement

- Strong focus on streamlining the data collection processes.

Data Analysis and Governance

- Data sourcing, acquisition, cleansing, validation and transformation for BI reporting purposes with the purpose of understanding or making conclusions from the data for decision making purposes.
- Data modelling to support BI or business process change.
- Report writing for internal stakeholders at all levels within the organisation, and participation in related meetings and presentations.
- Visualizing data for analysis purposes, to improve report users' understanding, and for regular reporting "products" delivered online or in printed form.
- Making recommendations about the methods uses to collect analyses and manage data to improve data quality and the efficiency of BI data systems.

Position Description

Team

- Participate in regular reviews of performance and demonstrate a willingness to close learning and capability gaps.
- Participate in regular team meetings and other organizational and stakeholder meetings as required.

Organisational

- Work towards the achievement of EMPHN Mission and Vision and the attainment of our key Strategic Priorities.
- Comply with all EMPHN's policies and procedures
- Work in a manner, which upholds EMPHN Values of **Leadership, Collaboration, Outcomes** and **Understanding**.
- Maintain strict confidentiality while employed at EMPHN, and at times thereafter, as to the organization's membership list, data, operating procedures, financial and employee information.

Health and Safety

- Adhere to all EMPHN Health and Safety policies and procedures and any relevant legislation regarding health, safety and environment.
- Take all reasonable care for your own and other's Health and Safety.
- Take a proactive approach to EMPHN health and safety initiatives.

Qualifications

- Tertiary qualifications in Mathematics, Computer Science, Information Management or Statistics

Knowledge, Skills & Experience

Technical Knowledge, Skills & Experience

- Proven working experience as a BI Developer or business data analyst, preferably in the Health Industry.
- Technical expertise regarding data models, database design development, ETL techniques.
- Strong knowledge of and experience with reporting packages (**SSRS, Power BI**), databases (**SQL Server**), ETL tools like **SSIS** other scripting/programming like **excel VBA**.
- Strong experience in writing good **T-SQL code** and complex **SQL** queries.
- High level of MS BI Stack tools is desirable
- Knowledge of statistics and experience using statistical packages for analysing datasets (Excel or R or Python) is desirable.

Analysis and Reporting Skills & Experience

- Strong analytical skills with the ability to collect, organize, analyse, and disseminate significant amounts of information with attention to detail and accuracy.
- Adept at queries, report writing and presenting findings.
- Ability to identify strategic and operational issues based on data driven methods.

Interpersonal Skills & Experience

- High-level communication in stakeholder engagement, and translating data insights as compelling business narratives.
- Ability to work effectively in a small team environment
- Manage multiple priorities effectively and manage time pressure for sustained periods to meet deadlines and contribute to the overall effectiveness of the organisation
- Strong problem solving skills