

Position Description

Position Title:	Data and Information Analyst		
Reports to	Manager Planning and Performance		
Directorate:	Strategy and Outcomes		
Business Unit	Planning and Performance		
Number of Direct Reports	0	Budget Responsibilities	0
EMPHN Classification	Band 3		

Reviewed by:	Megan McCreadie	Date:	2/11/2017
Approved by:	Jodi Briggs Executive Director Strategy & Outcomes	Date:	Click here to enter a date.

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 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.

Under the guidance of the Manager Planning and Performance, , the Data and Information Analyst will work as part of a dynamic team to deliver an effective service to analyze, develop, interpret and present data and information to inform service improvement, commissioning and reporting requirements across the Eastern Melbourne PHN. This role will be pivotal in supporting and guiding EMPHN's planning and monitoring of commissioning activities.

Key Relationships and Stakeholders

- EMPHN Executive Team
- All EMPHN employees engaged in planning and commissioning processes

Accountabilities

Data Use & Management

- Support the commissioning of EMPHN Services through the provision and analysis of relevant data
- Assist with the management of Clinical Services data to achieve the goals and plans of the organisation
- Develop, define and manage database requirements related timelines, deliverables and performance metrics

Data Collection

- Assisting in the identification of data collection and reporting requirements, including integrity of data, and in the development of data plans
- Support the EMPHN leadership team with data summaries for the purposes of needs assessments, service planning, evaluations and reporting.
- To produce and maintain accurate records and datasets and associated documentation, maintaining confidentiality

Data Analysis

- To analyse, develop, interpret and present information to a high standard, and to actively facilitate the use and understanding of the information provided.
- To understand highly complex data across the health care system and provide analysis and interpretation to managers.
- 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

Reporting

- Establish the generation of required monthly/quarterly/annual progress reports and develop ongoing performance reporting dashboards
- Support clinical redesign activities through change management principles to achieve continuous improvement and rectify common problems experienced by clinical areas
- To provide input to the ongoing quantitative and qualitative analysis of the Population Needs Assessment across EMPHN catchment as required. This will involve trend and comparative analysis across both the region and nationally.

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 organisation'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

Position Description

- Degree in an information technology/data management or health science discipline or an equivalent combination of relevant experience and education/training

Knowledge, Skills & Experience

Technical Skills and Experience

- Demonstrated experience in complex data and information analysis, quality control and evaluation including management and extraction of health service data
- Experience in data base management and the configuration of data for generation of reports.
- Good understanding of health or similar data
- Demonstrated project management and organisation skills with the ability to multitask, be flexible, adaptive and innovative in the achievement of objectives
- Well developed conceptual, analytical and problem solving skills.
- Previous experience in quantitative research desirable
- Knowledge of statistical packages and basic statistical analyses will be highly regarded
- Experience in basic programming languages (MS Access/SQL) or scripting /coding of data will be highly regarded

Personal Qualities

- A high level of interpersonal skills and the ability to liaise effectively with a wide range of internal and external contacts at a variety of levels
- Strong attention to detail
- Adaptability to a changing environment
- Pride in all aspects of work and presentation
- Excellent verbal and written communication skills with the ability to clearly articulate outcomes of data analysis.