

Position Description

Position Title:	Data and Information Analyst
Reports to	Manager Systems Intelligence and Analytics
Directorate:	System Improvement & Development
Business Unit:	Systems Intelligence and Analytics

Reviewed by:	Megan McCreadie	Date:	20/2/2020
Approved by:	Naveen Yadav	Date:	20/2/2020

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:

1. **Addressing health gaps and inequalities**
2. **Enhancing primary care**
3. **Leveraging digital health, data and technology**
4. **Working in partnership to enable an integrated service system**
5. **A high performing organisation**

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



Integrity	We speak the truth and operate with trust, respect, inclusion and professionalism
Working together	We foster partnerships by being inclusive and interacting as one team to achieve shared outcomes
Courage	We are agile, flexible and innovative in leading transformational change, and achieving our vision and mission

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.

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

Position Description

- 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

Degree in information technology/data management

Knowledge, Skills & Experience

Technical Knowledge, Skills & Experience

- Proven working experience as a data analyst, preferably in the health industry
- Technical expertise regarding data models, database design development
- Strong knowledge of and experience with reporting tools (**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 **excel** and **macro programming** 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