

## Position Description

<b>Position Title</b>	Manager, Data & Analytics and Data Governance
<b>Reports To</b>	Executive - Strategy
<b>Business Unit</b>	Strategy and Service Design
<b>EMPHN Classification</b>	Band 5

### EMPHN Values

With our partners, we will facilitate health system improvement for people in eastern and north eastern Melbourne. Our organisational values underpinning the work we do are:



### Purpose of Position

Eastern Melbourne PHN (EMPHN) is responsible for multiple activities, projects and programs with the majority of funding derived from the Department of Health to facilitate health system improvement for people in eastern and north eastern Melbourne.

The role of the Manager, Data & Analytics and Data Governance is to:

- (1) Oversee analytics and insights generation across EMPHN, ensuring quality and consistency of analysis and appropriate use of statistical methods, closely aligned to the EMPHN organisational workplan.
- (2) Oversee the management of EMPHN's key data assets, including data governance initiatives that improve the safekeeping of sensitive information, and span the lifecycle of data.

### Key Relationships and Stakeholders

#### Internal

- Executive Leadership Team (ELT) and Board of Directors
- Various teams across EMPHN
- EMPHN employees and contractors

#### External

- Department of Health (State and Commonwealth)
- Other PHNs
- Other EMPHN Funders

### Key Accountabilities

#### Data Governance

- Oversee and advance the EMPHN Data Governance Framework and Data Governance initiatives, and the implementation of data governance tools
- Coordinate annual audits for EMPHN against the Data Governance framework and Security Risk Management Plan;
- Measure and develop strategies to provide an assessment of data quality for critical data domains, as well as recommend and drive implementations of data quality uplift initiatives
- Oversee the design and delivery of appropriate governance forums to drive improved outcomes and enhance rigour

#### Data Analytics

- Source internal and external data to produce compelling insights from existing and prospective stakeholders.
- Work collaboratively with relevant bodies such as Health, Health Service Providers and other external stakeholders to facilitate joint approaches where appropriate, to the development of health plans, needs assessments and better health service planning & coordination for the EMPHN.
- Continuously be informed of the latest evidence their implications for health service developments including the means to identify and determine health service gaps, particularly in relation to primary care services & hospital

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avoidance initiatives.

- Develop relationships and represent EMPHN interests with regard to data access and related platforms with external agencies such as the AIHW, Health and Mental Health Commission, including negotiating data sharing agreements.
- Oversee the technical delivery of data assets and infrastructure that enable analytics functions and power user cases.

### Project Management

- Develop and manage project plans and project timelines for cross organisational activities and deliverables.
- Undertake appropriate research and analysis of issues to identify suitable solutions.
- Collate, analyse and report relevant data and program outcomes to contribute to measuring against national and local performance indicators.

### Stakeholder Engagement and Relationship Management

- Proactively seek and build continuous, meaningful engagement with all relevant stakeholders.
- Work collaboratively and in a positive way across EMPHN to assist managers in project managing the delivery of key deliverables to the Department.
- Maintain effective relationships with the DOH to allow for timely communication

### Improvement and Innovation

- Working with the Strategic PMO Manager to identify and implement improvements in processes around planning, reporting and commissioning.
- Promote continuous improvements in quality and outcomes, particularly in the commissioning process.
- Scan the external environment for opportunities to improve and innovate processes, policies, systems and applications to deliver productivity savings to EMPHN.

### Business Management

- Be a flexible and resilient team member, working to support collaboration and integration within the workplace.
- Participate in regular reviews of performance and demonstrate a willingness to close learning and capability gaps.
- Participate in regular team meetings and other organisational and stakeholder meetings as required.
- Works towards the achievement of EMPHN Mission and Vision and the attainment of our key Strategic Priorities.
- Comply with all EMPHN's policies and procedures.
- Assist with training and education of staff in DOH reporting system (PPERs)
- Work in a manner which upholds EMPHN values.

## Qualifications

- Tertiary qualifications in a health, business, commerce, or a related discipline
- Preferably working towards post graduate qualifications in a relevant discipline.

## Key Capabilities, Skills and Experience

- Strong project management skills and experience working with multiple stakeholders.
- Over 8 years' relevant experience in the domain
- Extensive knowledge, understanding and experience in health planning and evidence-based health service delivery with the ability to source, synthesise & interpret data, and literature;
- Demonstrated and practical experience in data analytics & visualisation
- Demonstrated ability to partner and collaborate with stakeholders to establish strong professional relationships and influence outcomes, demonstrating an appreciation of both IT and business strategy
- Proven analytical and critical thinking capability, able to interpret a range of data, identifying patterns, trends and links that inform judgements and solutions, combined with exceptional storytelling skills with the ability to present information in a simple and compelling format that has practical application.
- Demonstrated understanding of contemporary health care & health reform, preferably with an understanding of primary health, hospital avoidance initiatives & service commissioning frameworks within the Australian context;
- A certain curious nature that drives the individual to proactively analyse and interpret information in order to generate new insights that help guide the organisation.
- Demonstrated staff management experience
- Integrity, judgement and maturity to ensure matters of a confidential or sensitive nature are handled appropriately.

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- Strong verbal and written communication skills to influence stakeholders and enable ideas and opinions to be clear and enable the preparation of well-structured, accurate and concise communications.

### Approval and Review

<b>Approved by</b>	David Brough	<b>Date:</b>	26/08/2022
<b>Signature</b>			
<b>Next Review Date</b>	1 September 2024		