

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Principal Data Analyst
<b>Award Classification:</b>	HS3
<b>Award / Agreement Name:</b>	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement
<b>Position Reports to:</b>	Associate Program Director Data Analysis Business Intelligence

### EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



## **1. POSITION PURPOSE**

The Principal Data Analyst will play a pivotal role in delivering Analytics Services to the organisation. This position will be responsible for a broad range of analytical activities, including developing reports, creating data extracts that will be used to gather actionable insights

Key to the success of this role will be excellent problem-solving skills, the ability to understand the business context behind the analysis and strong stakeholder engagement skills.

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

- Analyse patient activity and other relevant data to assist in the decision making and process improvement initiatives of Eastern Health staff.
- Provide analytical expertise in understanding and interpreting data to Eastern Health staff
- Participate in data collation and analysis exercises including benchmarking, producing review papers, and statutory reporting.
- Write SQL queries to extract data from various databases.
- Create data objects in MS SQL DB using SQL Server Management Studio.
- Develop new Insight SSRS reports using Visual Studio and Excel that present data in an accurate, clear and informative manner.
- Maintain the existing Insight SSRS reports.
- Ensure that the data delivered is accurate and is useful for its intended purpose.
- Support the Quality Care Together (QCT) and Timely and Emergency Care 2 (TEC2) Initiative
- Lead the development, reporting and updating of the data for the Annual Report on an annual basis.
- Work with key stakeholders to assist them in identifying and understanding their key information needs and how the unit can assist in addressing those needs.
- Assist with the mentoring and up-skilling of other members of the data analysis team
- Cultivate a learning environment by sharing knowledge and expertise with fellow team members and other contacts within the organisation.
- Collate data from a variety of sources that will assist in the strategic development of the Eastern Health data repository.
- Respond to and manage requests logged using internal request system (vFire)

## **3. SAFE PRACTICE AND ENVIRONMENT**

### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

#### **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

#### **5. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

#### **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

#### **7. EQUAL EMPLOYMENT OPPORTUNITY**

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

#### **8. PERFORMANCE DEVELOPMENT**

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

#### **9. ATTACHMENTS**

- Attachment 1 Key Selection Criteria

## 10. NOTE

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19 and Influenza, prior to commencing employment.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager

### INCUMBENT STATEMENT

*I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ATTACHMENT 1

### KEY SELECTION CRITERIA

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#### Essential

- 2 years of experience using Visual Studio to develop and publish SSRS reports
- 2 years of experience using the Microsoft BI Stack (SQL Server, SSRS, SSIS, SSAS, Excel)
- 2 years of experience in a Data Analysis role, extracting data from MS SQL Server
- Advanced level of use with Ms Excel.
- Experience in a health related environment, preferably within the public health sector.
- Relevant Bachelor degree.
- Data analysis skills including assessment of trends and issues requiring investigation.
- Training and/or experience using a programming language.
- Evidence of problem solving skills and lateral thinking.
- Prioritisation, time-management and planning skills.
- Excellent communication skills, both oral and written.
- Ability to work effectively both as an individual and in a team environment.
- Ability to liaise with staff at all levels and from all disciplines.

#### Desirable

- Diverse experience in a health related discipline, preferably within the public health sector.
- Data management within Emergency, Elective surgery, Mental Health, Outpatients or Subacute would be advantageous.
- Strong data analysis skills including assessment of trends and issues requiring investigation.
- ASP.NET and Visual Basic skills
- Power BI and Python Technical skills, in a Microsoft SQL Server environment
- Experience within a business intelligence environment.