

Eastern Health

POSITION DESCRIPTION

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

EASTERN HEALTH – GREAT CARE, EVERYWHERE, EVERY TIME

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 BI Developer will play a significant role in the implementation and development of Power BI at Eastern Health. The BI Developer will work closely with other members of the Data Team and Eastern Health staff. In addition to the creation of Power BI solutions, reports and dashboards using existing data sources, the position will also include the review of existing data warehouse structures and the creation of new data sources as required.

The position will have a role increasing organisational capability in data literacy and data analytics. This will be achieved by delivering leadership and training to existing data analysts and end users within the health service.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Support the ongoing implementation of Power BI across Eastern Health
- Undertake data analysis and develop appropriate data visualisations using Power BI to support operational and strategic decision making within Eastern Health
- Build functions and queries in Power BI
- Administer Power BI user access
- Use and further development of existing data sources and assisting with the development of new data sources as required.
- Review of existing data warehouse structures and assisting with the creation of new data warehouse structures as required
- Develop strong relationships with business stakeholders to assist in identifying information needs to ensure alignment with appropriate information delivery.
- Provide training, guidance and mentoring to stakeholders in analytical and modelling techniques ensuring the results and outcomes meet or exceed expectations.
- Cultivate a learning environment by sharing knowledge and expertise with fellow team members, professional colleagues and other stakeholders within the organisation
- Assist in setting best practice standards related to data, including data governance, analytics and business intelligence
- Application of appropriate privacy legislation and standards to ensure appropriate use, linkage, release and publication of data
- Create and update appropriate internal documentation that support compliance, query and process replication, tracking and delivery of high quality data, analytics, Power BI Dashboards.

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

- Appropriate tertiary qualifications.
- Strong data visualisation skills and dashboard development in Power BI.
- Strong skills in developing Database objects using MS SQL
- Microsoft BI Stack experience (SQL Server, SSRS, SSIS, Excel)
- Ability to translate and present complex data to multiple stakeholders
- Possess strong written and verbal communication and stakeholder engagement skills
- Be organised and able to complete tasks/projects within agreed deadlines
- Working effectively within a team structure to achieve common objectives (project objectives) as well as being self-directed as required

Desirable

- Relevant experience in the public health industry
- Working knowledge of Power BI architecture including governance, deployment and security approaches
- Experience with working within a project methodology
- Experience working in a large complex organisation
- Ability to provide education, mentoring and leadership to increase organisational and individual capability in data literacy
- Experience using a call centre tool or application