



North Metropolitan Health Service
Job Description Form

HSS REGISTERED

Business Systems Officer
Health Salaried Officers Agreement: Level G6
Position Number: 008254
Business Information and Performance
North Metropolitan Health Services

Reporting Relationships

Coordinator Information Architecture
 HSO Level: G10
 Position Number: 008252



Senior Data Analyst
 HSO Level: G9
 Position Number: 008253



This Position



← Also reporting to this supervisor:

- Information Systems Officer,
 HSO Level G7, 1.0 FTE

Directly reporting to this position:			Other positions under control
Title	Classification	FTE	•
N/A			

Prime Function / Key Responsibilities

The Business Systems Officer facilitates the requests for business activity information and the extraction of business performance information including its analysis and interpretation for the North Metropolitan Health Service, Business Information and Performance unit.

Brief Summary of Duties

1. Business Information Production and Retrieval

- 1.1 Determines requirements for information and develops appropriate reports/ data extracts from operational information systems and/or databases (e.g. the data warehouse, decision support system or departmental databases) to address these requirements.
- 1.2 Facilitates the meeting of requests for business activity information by retrieval of data from appropriate information systems.
- 1.3 Provides support and training to information system users to assist them to appropriately provide for standing or ad hoc information requests.
- 1.4 Liaises with hospital departments on data and/or service quality issues related to the production and retrieval of activity information.

2. Business Performance Functions

- 2.1 Contribute to the development of activity based management models for the North Metropolitan Health Service (NMHS)
- 2.2 Conducts analysis of the efficiency performance of the NMHS and its operational units.
- 2.3 Contribute to the preparation of divisional/departmental activity within the overall NMHS budget.
- 2.4 Provide information to assist with monitoring and coordinating divisional/departmental activity budgets within the overall NMHS budget.
- 2.5 Support the provision of a centre of expertise for case mix activity and business performance information for the NMHS.
- 2.6 Contribute to the maintenance of business intelligence systems and processing.
- 2.7 Contribute to impact analysis of Department of Health (DoH) driven modification to the Funding Model on an ongoing basis for the NMHS.

3. Client Services

- 3.1 Liaise and consults with divisions across NMHS to ensure efficient and effective development of activity based reporting.
- 3.2 Contribute to the preparation of monthly, quarterly and annual business performance information to meet internal and external reporting requirements.
- 3.3 As required, represent NMHS at inter-agency forums.
- 3.4 Consult with customers to understand their information and business needs and identify strategies to meet these needs where possible.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated experience in the analysis and retrieval of data from operational information systems.
2. Demonstrated proficiency in analytical spread sheet and relational database management software.
3. Well-developed analytical and problem solving skills.
4. Well-developed communication skills (verbal and written) and interpersonal skills.
5. Proven ability to work independently with minimal supervision and as part of a team towards departmental objectives.
6. Good knowledge of the Microsoft Office suite of products.

Desirable Selection Criteria

1. Tertiary qualifications in a computing, health sciences, health information management and research.
2. Experience with the following software packages is highly desirable – Microsoft Business Intelligence tools including SSIS, SSRS, SQL and SSAS.
3. Knowledge of health industry operational information systems and patient classification processes.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor

Name:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: