



North Metropolitan Health Service
Job Description Form

HSS Registered

Data Analyst

Health Salaried Officers Agreement: Level G7

Position Number: 008136

Business Information and Performance

North Metropolitan Health Service

Reporting Relationships

Manager Performance and Analytics
 Award Level: HSO Level G11
 Position Number: 008182



Senior Business and Reporting Officer
 Award Level: HSO Level G9
 Position Number: 008117



This Position



← Also reporting to this supervisor:

- Data Analyst, HSO Level G7, 1.0 FTE

Directly reporting to this position:

Title	Classification	FTE
N/A		

Other positions under control

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Prime Function / Key Responsibilities

Consults with internal stakeholders regarding business data and publishes business performance data on authorised platforms. Prepares reports and undertakes analysis on business performance data. Provides expertise and support to the analysis of health service information. Assists in the development of reports/tools to aid decision making in relation to performance, ensuring North Metropolitan Health Service (NMHS) objectives are met.

Brief Summary of Duties

1. Data Analysis

- 1.1 Coordinates and undertakes complex analysis of planning performance measures for the NMHS.
- 1.2 Coordinates and arranges requests for information by retrieval of data from relevant information systems and assists with the preparation of reports.
- 1.3 Monitors, enhances and documents methodologies associated with the collection, analysis and dissemination of performance information.
- 1.4 Provides expert advice to departmental staff, health services and external agencies in relation to the analysis and interpretation of information.
- 1.5 Provides information retrieval solutions/tools in order for clients to directly access required data and information.
- 1.6 Liaises with hospital departments on data and/or service quality issues related to the production, retrieval and integration of information.
- 1.7 Builds alliances with key stakeholders, interest groups, client agencies and other Department of Health employees to develop; accept and achieve successful information services.
- 1.8 Develops and achieves personal and NMHS goals to ensure deliverables are met.
- 1.9 Assists in the development of relevant policies, procedures and standards in information to meet the requirements of the NMHS and the Department as a whole.
- 1.10 Participates in external and internal meetings and workshops representing development on committees and working parties.
- 1.11 Compiles relevant data for research projects and assists in the analysis of business data with the aim of reviewing efficiencies and making recommendations for business improvements.
- 1.12 Assist in the development of activity based management models for North Metropolitan Health Service.
- 1.13 Develops and maintains project methodologies, processes and tools to support good project management practices.
- 1.14 Maintains all records, resource documents and project data in a manner that maintains integrity, security, and enables easy retrieval.
- 1.15 Under the guidance of the Business Manager and Reporting, consult with relevant stakeholders regarding their information and business needs, and identify strategies to meet those needs.

2. NMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 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.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Considerable experience in the delivery of measurement, analysis and evaluation, together with the retrieval of data.
2. Demonstrated ability to understand and interpret client information requirements, and to develop and generate appropriate reports / products.
3. Well-developed verbal, written and interpersonal communication skills with the ability to liaise, consult and present information to a diverse range of clients and customers in a variety of contexts.
4. Well-developed conceptual, analytical and research skills, with the ability to provide innovative solutions to complex problems.
5. Well-developed organisational skills, together with the ability to plan and prioritise workloads to meet timeframes and deadlines.

Desirable Selection Criteria

1. Previous experience in WA Health.
2. Possession of or progress towards a relevant tertiary qualification, including Health Sciences, Mathematics and Statistics.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- 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: