



**HSS Registered**

**Senior Information Analyst**  
**Health Salaried Officers Agreement: Level G9**

**Position Number: 603038**

**Data & Digital Innovation**

**Corporate Services and Contract Management / East Metropolitan Health Service (EMHS)**

**Reporting Relationships**

Chief Digital Strategy & Delivery Officer  
HSO Level G12  
Position Number: TBC



Manager Information Analyst  
HSO G10  
Position Number: 603032



**This Position**



Directly reporting to this position:

Title	Classification	FTE
Nil		



Also reporting to this position:

- Senior Analyst, HSO G9, 2.0FTE

**Key Responsibilities**

Provides advice on and undertakes planning, development and analysis of area-wide strategic business initiatives aimed at improving performance. Leads and undertakes complex analysis of business information to inform operational and strategic priorities as required, including development and enhancement of systems and applications.

## EMHS Vision and Values

### Our Vision

***Healthy people, amazing care.  
Koorda moort, moorditj kwabadak.***

**Healthy people** refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

**Amazing care** reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

### Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

## Brief Summary of Duties (in order of importance)

### 1. Analysis and Advice

- 1.1 Contributes to the overall performance of the Data & Digital Innovation program of work through the provision of advice and expertise for assigned initiatives.
- 1.2 Develops and implements strategies to support the effective delivery of service by the Data & Digital Innovation Directorate.
- 1.3 Leads and manages projects (including leading and supervising project teams) related to system or application development and enhancement within agreed timeframes.
- 1.4 Provides an expert consultancy role to EMHS for assigned data, digital or information activities and initiatives.
- 1.5 Analyses and advises on digital, data, and information issues, policy, activity, trends and projections and makes recommendations based on the evidence to support the strategic direction of EMHS.
- 1.6 Contributes to the development of appropriate products to be used by Data & Digital Innovation customers for the purpose of informed decision making through analysing enhancement opportunities, or requirements for additional reports, systems, applications or processes.
- 1.7 Develops and maintains productive internal and external stakeholder relationships to facilitate a customer focused, collaborative and partnership approach to ensure deliverables are achieved.
- 1.8 Represents Data & Digital Innovation in meetings, projects and workshops.
- 1.9 Monitors, enhances and documents methodologies associated with the collection, analysis and dissemination of information.
- 1.10 Contributes to EMHS operational and strategic planning processes.

### 2. EMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment
- 2.2 Actively participates in the Peak Performance program.
- 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 the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

### 3. Undertakes other duties as directed

**Work Related Requirements**

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

**Essential Selection Criteria**

1. Excellent conceptual and analytical skills, with initiative and proven ability to use innovative thinking to identify solutions for complex problems.
2. Demonstrated high level project management skills including the ability to plan, prioritise, make decisions, meet deadlines and manage resources.
3. Well-developed communication (verbal and written) and interpersonal skills, with the ability to liaise, consult and negotiate effectively with diverse clients and customers in a variety of contexts.
4. Demonstrated experience in customer centric design, including the eliciting and documenting of business requirements, and system or application specifications.
5. Knowledge of contemporary issues and trends and how these impact on contemporary digital and data service design and delivery.

**Desirable Selection Criteria**

1. Experience in a healthcare environment.
2. Experience in design of user interfaces and experience OR Change Management (ProSCI advantageous)
3. ECBA, CBAP or AAC certification or equivalent
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**

<b>The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.</b>			
Manager / Supervisor Name	Signature	or	HE Number      Date
Dept. / Division Head Name	Signature	or	HE Number      Date
<b>As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.</b>			
Occupant Name	Signature	or	HE Number      Date
Effective Date			
<b>HSS Registration Details (to be completed by HSS)</b>			
Created on	Last Updated on	September 2021	