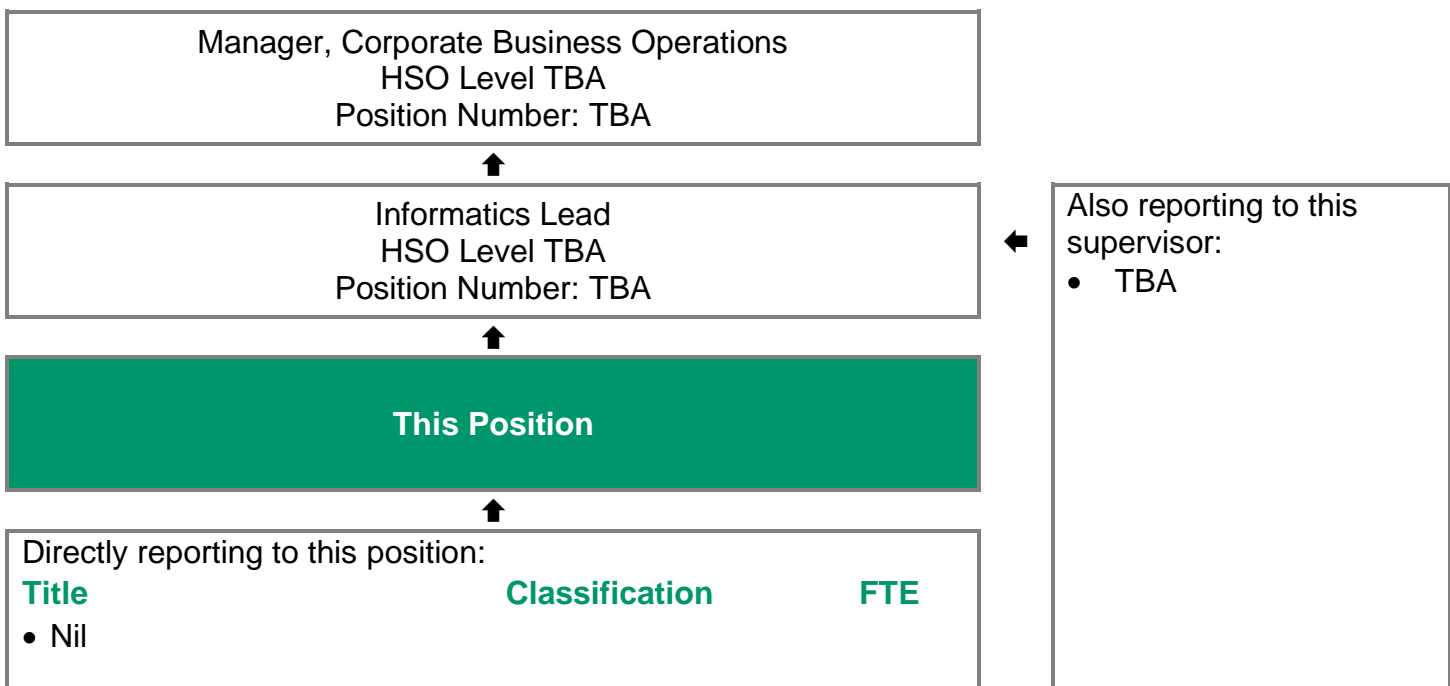**HSS REGISTERED**

Business Informatics Analyst

Health Salaried Officers Agreement: Level G6
Position Number: RP603436
Royal Perth Hospital / East Metropolitan Health Service (EMHS)

Reporting Relationships

Manager, Corporate Business Operations
HSO Level TBA
Position Number: TBA

⬆

Informatics Lead
HSO Level TBA
Position Number: TBA

⬅ Also reporting to this supervisor:
- TBA

⬆

This Position

⬆

Directly reporting to this position:

Title	Classification	FTE
• Nil		

Key Responsibilities

Assist with the development and implementation of complex business system and tools that contribute to local information for support of business and financial analysis and reporting, ensuring documentation on policies, procedures and data definitions are maintained.

Assist the Informatics Lead in collaborating with senior management staff including proactive management of information for activity, workforce and finance requirements and performance for the divisions.

Assists the RPBG central team in corporate governance and operational aspects, and in collaboration with the colleagues fosters a learning environment through which the vision and strategic objectives of the Group are met.

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.

Royal Perth Hospital staff share a strong sense of pride in the **longstanding principles of Servio, Latin for 'to serve' which adorns our historic** crest. The principles of this statement, adopted in 1937 bear testimony to the longstanding tradition of excellence in service that we strive to perpetuate into the future.

Brief Summary of Duties (in order of importance)

1.   Business Information Production and Retrieval
1.1   Working collaboratively, produce and maintain robust single truth source standardised business reporting systems and tools for the organisation such as standardised dashboards for common metrics.
1.2   Assist Operations Managers and the Informatics Lead with translating operational information into dynamic business intelligence tools to support the measure and monitoring of operational priorities.
1.3   Facilitates the meeting of requests for business activity information by retrieval of data from appropriate information systems.
1.4   Extracts and provides information on budget, expenditure, FTE, activity, revenue and Activity Based Funding (ABF) performance and ad hoc requests at Hospital Group level using the contemporary business systems software.
1.5   Assist Divisional teams and other customers with the extraction of data to be used for benchmarking and other comparative information to identify areas of sub-optimal resource utilisation.
1.6   Assist the Informatics Lead in managing and maintaining data systems and local applications, working with vendors, local users, Data and Digital Innovation (DDI) and Health Support Services (HSS).
1.7   Provides support and training to information system users to assist them to appropriately provide for standing or ad hoc information requests.

2.   Business Informatics Governance
2.1   Ensure the availability and enhance the relevance, timeliness and accuracy of business data including financial, FTE, statistical and patient activity information for operational imperatives.
2.2   Ensures and maintains the robustness of data information, definitions, sources and policies of an organisational perspective.
2.3   Maintain strong linkage and professional collaboration with DDI team.

3.   EMHS Governance, Safety and Quality Requirements
3.1   Participates in the maintenance of a safe work
3.2   Actively participates in the Peak Performance program.
3.3   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.
3.4   Completes mandatory training (including safety and quality training) as relevant to role.
3.5   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.

4.   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. Significant, demonstrated applied competency and experience working in data analysis and information management, health information management or a business environment.
2. Extensive experience in the design collation and dissemination of datasets in a large and complex organisational structure.
3. Experience in the development, implementation and management of business work practices and systems (including health information management systems).
4. Well-developed communication and interpersonal skills including the ability to liaise and negotiate with a variety of people in various contexts.
5. Well-developed conceptual, analytical and report writing skills.
6. Organisation skills and the ability to be flexible, adaptive and innovative in the achievement of targets.

Desirable Selection Criteria

1. Progression of, or substantial progress towards, a recognised tertiary qualification in computing, health sciences, health information management, business, relevant discipline or similar professional field.
2. Experience with business intelligence software packages such as SQL; Tableau; Microsoft Access.
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	**Signature** or		**HE Number**	**Date**
Dept. / Division Head Name	**Signature** or		**HE Number**	**Date**
As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.				
Occupant Name **Effective Date**	**Signature** or		**HE Number**	**Date**
HSS Registration Details (to be completed by HSS)				
Created on		**Last Updated on**	March 2021	