



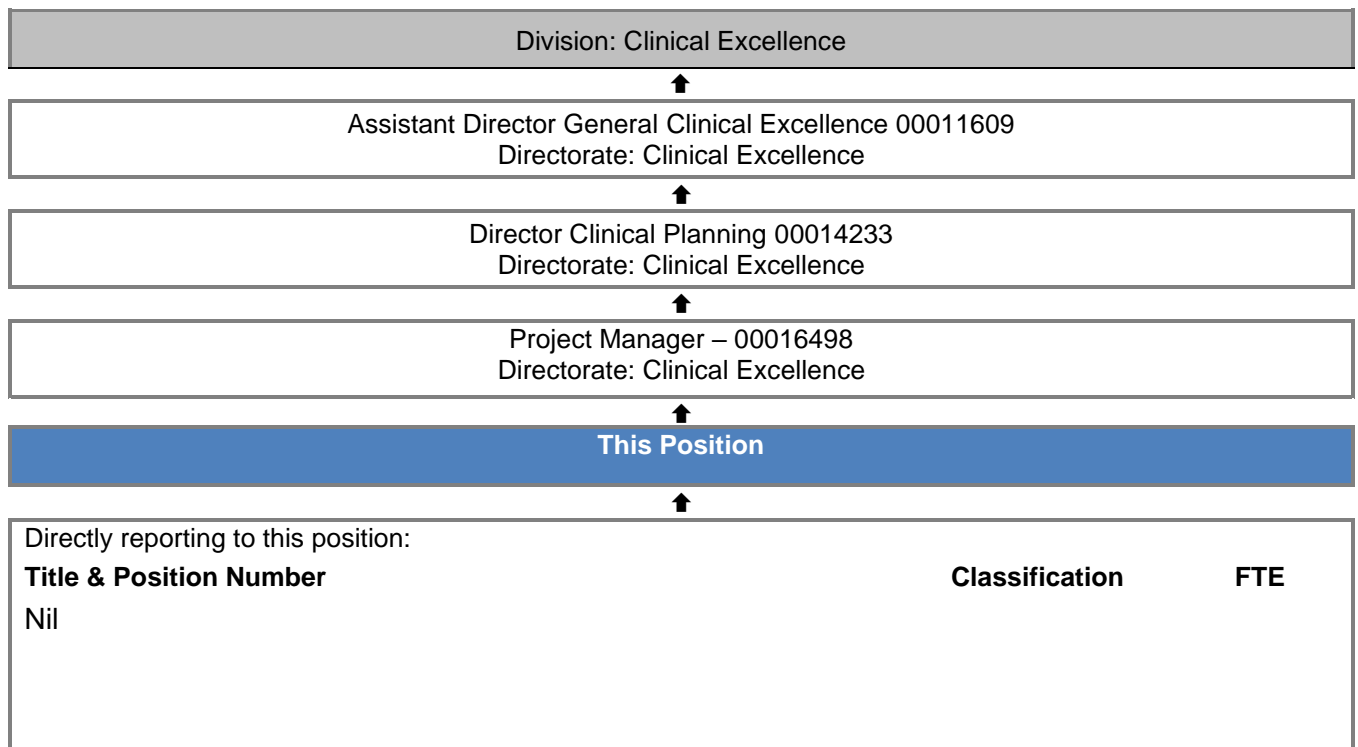
## POSITION DESCRIPTION

|                        |  |
|------------------------|--|
| <b>Position Number</b> | 00019860   |
| <b>Position Title</b>  | Senior Data Analyst                                      |
| <b>Classification</b>  | PSA Level 6  |
| <b>Division</b>        | Clinical Excellence                                      |
| <b>Directorate</b>     | Clinical Planning  |
| <b>Branch</b>          | WA State Stroke Project                                  |
| <b>Position Status</b> | Fixed-Term   |
| <b>Award</b>           | Public Service and Government Officers General Agreement |
| <b>Site Location</b>   | East Perth   |

## ORGANISATIONAL ENVIRONMENT

|                    |   |
|--------------------|---|
| <b>Our Vision</b>  | A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians. |
| <b>Our Mission</b> | To lead and steward the WA health system.   |
| <b>Our Values</b>  | Purposeful, Caring, Collaborative, Open, Outcome-focused  |

## REPORTING RELATIONSHIPS



## KEY RESPONSIBILITIES

The Senior Data Analyst provides the WA Stroke Services Programme (WASSP) with timely and accurate reporting, modelling, forecasting and analytics for key stakeholders including health executive, government and the public and private health service providers. Undertakes high level research and analysis of quantitative and qualitative information, develops models and business intelligence reports for the WA health system to meet the System Manager requirements of the WASSP across specialty areas, including stroke quality care and the WA Statewide Telestroke Project. Provides strategic and technical advice on data collection and analysis processes to enhance decision making.

## BRIEF SUMMARY OF DUTIES

*This section outlines the results and outcomes required of an individual in this position.*

**Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.**

### Role-Specific Responsibilities

- Undertakes the analysis and modelling of health system stroke data to support the functions of the WASSP including identifying key trends, risks and issues.
- Provides high quality, timely reporting for the WASSP and related stroke projects and initiatives including the WA Statewide Telestroke Project.
- Designs and develops business intelligence dashboards and tools to support decision making through an improved understanding of information by key internal and external stakeholders.
- Analyses and advises on information issues, policy, activity, trends and projections and makes recommendations related to planning based on the evidence to support the strategic direction of the WASSP.
- Leads the development and management of the WA Stroke Database to support measuring, monitoring and reporting performance for the systemwide stroke services to ensure that information management practices maximise efficiency, compliance and meet the needs of the WA Health System, WA Stroke Database users and alignment to the Australian Stroke Clinical registry .
- Monitors and reviews data quality through appropriate data governance and assurance processes and ensures the availability of high quality and accurate business intelligence.
- Champions the continuous improvement in business intelligence reporting and the development of key performance indicators and methodologies relating to stroke.
- Builds alliances with key internal and external stakeholders, and represents the WASSP in meetings, projects and workshops. Contributes to effective consultation processes with stakeholders across the WA health system to ensure analytics and reporting meet WA Health requirements and reform initiatives.
- Identifies, develops and tests innovative data driven approaches to address quality improvement (QI) problems identified by the Stroke Clinical Advisory Group (SCAG) and the Stroke Data Working Group (SDWG) across the stroke continuum of care.

### Leadership

- Champions efforts for continuous improvement in analytics and performance reporting.

### Liaison, Representation and Stakeholder Development

- Builds and maintains effective working relationships with key internal and external stakeholders to maintain business knowledge, understand prioritisations and effectively liaise, consult, negotiate and collaborate to achieve these.
- Contributes to effective consultation processes with stakeholders across the WA health system to ensure Department of Health analytical and performance reporting techniques meet System Manager requirements and reform initiatives.
- Participates in and/or supports working parties and project teams involved with associated projects.

## WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

| Essential Selection Criteria   |
|--|
| <ol style="list-style-type: none"><li>1. Substantial experience in the analysis of large and complex information systems using software applications for data capture and analysis, data linkage, reporting, programming and visualisation (e.g. Access, SAS, SPSS, R, Power BI, Tableau and REDCap).</li><li>2. Excellent analytical, conceptual, evaluation and research skills, with the ability to synthesise, analyse, interpret and report on contemporary issues and trends to support the WA Stroke Services Programme.</li><li>3. Excellent communication skills (verbal, written and interpersonal), including both negotiation and report writing skills, and the ability to establish and maintain effective stakeholder relationships</li><li>4. Demonstrated knowledge in project management skills with the ability to lead and manage multiple project demands to meet challenging deadlines and achieve successful outcomes.</li><li>5. Demonstrated ability to provide advice on information management systems and solutions to support business process and system improvement.</li><li>6. Ability to work in a team and promote an effective collaborative working environment.</li></ol> |

| Desirable Selection Criteria  |
|---|
| <ol style="list-style-type: none"><li>1. Tertiary qualifications in a relevant discipline.</li><li>2. PRINCE2 practitioner certification or relevant project management qualifications and experience</li><li>3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.</li></ol> |

|                            |   |
|----------------------------|---|
| <b>Appointment Factors</b> | <ul style="list-style-type: none"><li>– Successful 100 point Identification Check.</li><li>– Successful Criminal Record Screening Clearance.</li><li>– Successful Pre-Employment Integrity check.</li></ul> |
|----------------------------|---|

## CERTIFICATION

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

| Manager/Supervisor     | Director/Division Head |
|------------------------|------------------------|
| NAME: Susannah Ingram  | NAME: Jane Saligari    |
| SIGNATURE: he126867    | SIGNATURE:             |
| DATE: 16 December 2022 | DATE: 16 December 2022 |