



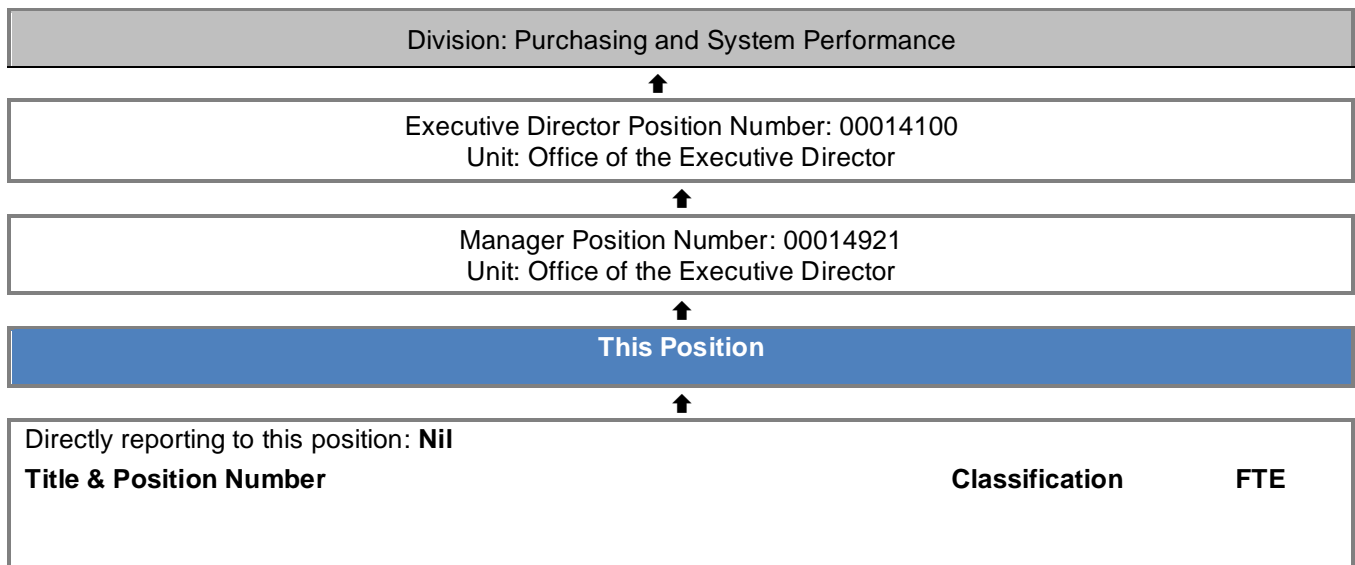
POSITION DESCRIPTION

Position Number	00014027, 00014028
Position Title	Graduate Officer (Data Analytics and Information Management)
Classification	Level 4
Division	Purchasing and System Performance
Directorate	Information and Systems Performance
Unit	Office of the Executive Director
Position Status	Permanent
Award	Public Sector CSA Agreement
Site Location	Various metropolitan sites

ORGANISATIONAL ENVIRONMENT

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

REPORTING RELATIONSHIPS



KEY RESPONSIBILITIES

The Graduate Officer (Data Analytics and Information Management) will provide data analysis, information management, research, policy and project support across the Directorate. They will be involved in the extraction, manipulation, description, and analysis of data using cloud environments and be required to use investigative techniques to identify valid data trends and develop solutions to manage data and information centric business problems. They will support projects aimed at better managing data, data quality, metadata, governance and information controls. They will also perform routine tasks which contribute to the delivery of service improvement initiatives across the WA Health System and contribute to the delivery of the Department of Health's organisational objectives.

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

As per individual placement plans, the Graduate Officer will:

- Extract and manipulate various data systems, assist with medium to complex qualitative and quantitative data analyses and assist with reporting on data trends to various client groups.
- Support projects aimed at better managing data, data quality, metadata, governance and information controls across the WA health system.
- Carry out designated research, policy and project activities of increasing complexity to support business objectives, both individually and as part of a discrete team.
- Independently draft correspondence including reports, briefing papers, internal memos, ministerials and parliamentary questions.
- Actively participate in on-the-job learning including training activities provided through the Graduate Development Program.
- Build on relevant tertiary education, with corporate knowledge, and apply professional expertise to support and enhance business activities in alignment with strategic objectives.
- Develop and maintain knowledge of all Directorate functions, products and services.

Liaison and Stakeholder Development

- Build effective working relationships with key internal and external stakeholders in order to maintain business knowledge and understand prioritisations.
- Participate in and/or support working parties across the Department.

Corporate Responsibilities

- Support an environment of customer focus, excellence in delivery, high performance, and accountability within a team environment that values and recognises the contribution of all members.
- Comply with corporate policies and procedures and model expected behaviours aligned with both departmental and broader public sector Codes of Conduct and legislative requirements.
- Undertake other duties as required.

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

1. Relevant degree qualifications with a good academic standing.
2. Demonstrated interpersonal and communication skills including presentation, written communication and report writing skills.
3. Demonstrated research and problem solving skills, including the ability to use computer software to manage and manipulate data sets.
4. Demonstrated ability to work effectively in a collaborative team environment.

Desirable Selection Criteria

1. Knowledge of health information management or contemporary business intelligence techniques or data visualisation techniques.

Appointment Factors

- Provision of minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.

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:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: