POSITION DESCRIPTION

DATA ANALYST

Portfolio: **Strategy, Planning and Performance**
Team (if applicable): **Planning and Performance**
Reports to: **Planning and Performance Manager**
Direct reports: **N/A**
Dated: **December 2023**

Position Purpose

This Data Analyst role will have a key focus on supporting the data and reporting needs of the Adelaide Primary Health Network (PHN) by:

- Proactively monitoring for new and emerging data to provide insights to health and service needs in the Adelaide PHN region and inform organisational strategic, operational and regulatory performance.
- Acting as a subject matter expert within the organisation as appropriate e.g. population health, aged care, mental health.
- Providing analysis, interpretation and reporting of data to inform of a range of reporting deliverables, including, but not limited to, the Adelaide PHN Needs Assessment, 12-month performance report and annual report.
- Participating in data management and governance.

The role may also undertake other data collection, analysis, reporting and quality improvement initiatives to support the wider organisation.

Key Responsibilities and Outcomes

Role Specific
To ensure the organisation works effectively to achieve its strategic objectives and business plan, each team member has responsibility for a range of activities and outcomes. These role specific responsibilities and outcomes are reviewed once a year formally via performance reviews, and on an ongoing basis between team members and managers.

The Data Analyst will:
- Liaise with teams within the Adelaide PHN to assess and support their data and reporting requirements.
- Provide support to external providers to establish processes that collect accurate and timely data for monitoring and evaluation of primary health care activities and programs.
- Develop relevant, user-friendly reports such as dashboards to support program monitoring and inform evidence-based approaches and decision-making.
- Gather, analyse and synthesise large amounts of information and data to develop intelligence about health care needs and experiences of people living in the Adelaide PHN region.
- Support needs assessment, evaluation, service mapping, research collaboration, and data sharing activities.
- Ensure the quality and accuracy of data and reporting products and provide advice to staff about availability and appropriate use of these resources.
- Work collaboratively within and across teams to achieve organisational outcomes.

Organisation Wide

- Proactively work in a way that directly supports Adelaide PHN strategic objectives.
- Engage internal and external stakeholders at all levels with respect, collaboration and cultural sensitivity.
- Commitment to embedding reconciliation initiatives into business and our everyday work in line with our Adelaide PHN Innovate Reconciliation Action Plan.
- Ensure best practice processes across all areas of responsibilities and identify opportunities for innovation and continuous quality improvement.
- Regularly attend team and staff meetings and participate in working groups (as applicable).
- Comply with reporting requirements as directed by your manager.
- Perform other reasonable duties as required to meet organisational objectives.

Core Competencies

Stepping 4ward – Our Behaviours

All employees of Adelaide PHN are expected to contribute to the collective achievements of our organisation through promoting and committing to our Stepping 4ward culture program and demonstrating our signature behaviours in the way we work with each other, our stakeholders and our community.

WORK, ACHIEVE AND CELEBRATE TOGETHER   WE USE OUR PEOPLE AND RESOURCES WISELY   WE ARE CONSISTENTLY TRANSPARENT AND TIMELY   DO WHAT WE SAY WE WILL DO

Skills, Experience and Qualifications

Specific Role Requirements (Qualifications, Experience, Skills, Knowledge, Attributes)
The knowledge, skills, experience and qualifications for this role are:

Qualifications:
- Tertiary qualifications in data analytics, epidemiology, public health, evaluation, biostatistics or similar discipline, and/or significant relevant work experience in these fields is required.

Experience:
- Demonstrated experience working in the primary health care and/or public health sectors.
- Demonstrated experience undertaking analysis and developing reports to provide insights on organisational strategic, operational and regulatory performance.
- Proven ability to implement and manage appropriate systems and processes to maintain the quality and integrity of information and data (quantitative and qualitative).

Knowledge:
- Demonstrated knowledge in research methodological skills and capacity to interpret findings including statistical analysis.
- Knowledge of data management practices.
- Knowledge of the social determinants of health and population health data.
- Knowledge of the Australian primary health care sector.
- Knowledge of needs assessment and evaluation methods would be advantageous.

Skills:

- Well-developed organisational and time management skills, including ability to effectively prioritise workload and competing priorities to deliver high quality outcomes within agreed timeframes.
- Demonstrated highly competent computer skills and use of computer programs for data management and analysis.
- Demonstrated effective written and verbal communication skills, with a focus on facilitating and maintaining relationships.
- Demonstrated ability to analyse and exercise sound judgement in analysis and interpretation of service use and health data.
- Demonstrated skills in Power BI and/or other reporting tools and other business intelligence solutions.
- Demonstrated ability to work autonomously and in teams, including cross-portfolio teams and external groups.
- High level critical thinking and analytic skills with exceptional attention to detail and accuracy.

Other Requirements

Organisation wide
- A current and acceptable National Police Check certificate.
- A current Driver's Licence is desirable (role-dependant) and use of a personal vehicle may be required occasionally (work-related mileage will be reimbursed at relevant ATO rates).
- Understand and comply with the Adelaide PHN Code of Conduct, Frameworks, Policies and Procedures.
- Participation in organisation-wide learning and development activities.
- Ensure that the organisation and primary health care is promoted in a positive manner.
- Understanding of and proactive approach to work health and safety, specifically taking responsibility for the health and safety of self and others.
- Deal with sensitive information in a confidential and professional manner.
- Knowledge, understanding of and adherence to relevant legislation applicable to employment at Adelaide PHN and as stated in organisational Policies and Procedures.

Date	Version	Author	Reason for change
30 November 2023	1.0	Donna Shotton	First edition in new format