

# Position description

<b>Position</b>	Data Analyst		
<b>Purpose</b>	To deliver health insights via advanced data analysis methods		
<b>Band</b>	4		
<b>Approval date</b>	12 May 2025	<b>Approved by</b>	Thripura Hariharan

## Brisbane North PHN

Our vision is a community where good health is available for everyone.

Brisbane North PHN supports clinicians and communities in Brisbane's northern suburbs, Moreton Bay Regional Council and parts of Somerset Regional Council. It covers approximately 4,100 km<sup>2</sup> of urban, regional and rural areas, with a population of over one million.

We are one of 31 Primary Health Networks across Australia.

We work with local communities, consumers, carers, health professionals, hospitals and community providers to understand our community and their needs. We then engage stakeholders to design and commission programs and services to meet those needs.

Our PHN's goals:

- Be informed and led by community voice
- Re-orient the health system toward care close to home
- Build capacity of providers to meet health needs of our region
- An accountable, high performing organisation.

The PHN's values:

- Collaboration: We build strong and enduring relationships to achieve our shared goals
- Diversity: We are inclusive, fair and responsive to different needs
- Integrity: We are transparent, respectful and work to the highest standards
- Courage: We lead new approaches, learn and improve
- Impact: We deliver outcomes for our community.

## Key outcome areas

To ensure the organisation works effectively to achieve its annual business plan, each team member has responsibility for a range of activities and outcomes. These activities and outcomes are reviewed once a year formally and on an ongoing basis informally with team members and managers.

### Role-specific

- Lead comprehensive data analysis via SQL, Python or R to identify insights and drive quality improvement in designated PHN program areas

- Implement the secure management and quality improvement of program-specific data collections in Microsoft Azure
- Develop and maintain PowerBI dashboard reports and provide staff with ongoing support including presenting at relevant meetings as required
- Deliver comprehensive insights for the PHN Health Needs Assessment by analysing PHN data assets, and directing the synthesis of population-level, publicly-available datasets
- Work within the PHN's centralised systems including Primary Health Insights (PHI) as our Microsoft Azure data repository, CRM and Microsoft Power BI (for data analytics, interpretation/trends and dashboards).
- Professionally represent the PHN at state and national collaboratives as delegated.

#### **General**

- Regularly attend team and staff meetings
- Contribute to the pursuit of excellence through promoting and maintaining positive team spirit and organisational values, abiding by the organisation's Code of Conduct and Leadership Capability Framework, implementing all policies and procedures correctly and recommending quality improvements
- Communicate effectively and respectfully with all members of the organisation and external stakeholders
- Record all interactions in ChilliDB and other program and project databases on time, ensuring that information is relevant, accurate, up-to-date and accessible by other team members
- Comply with reporting requirements as directed by your manager
- Deal with sensitive information in a confidential and professional manner
- Complete other reasonable duties and projects as required to meet organisational objectives

## **Role related details**

### **Relationships**

Reports to: Team Leader - Data

Direct reports: None

### **Level of delegation**

(Per Delegation Matrix – CEO to staff)

Level 3 – All other staff

### **Award alignment**

Award: Health Professionals and Support Services Award 2020

Level: Support Services Employee Level 8

## **Key selection criteria**

Within the context of the key outcome areas described above, the ideal applicant will demonstrate the following:

### **Qualifications and experience**

- Postgraduate qualification in health, science or data discipline (or equivalent professional experience)
- Minimum of 2 years' experience in data preparation, manipulation, analysis and interpretation
- Proficient application of statistical analysis tools and techniques: SQL, Python, R (or combination thereof)

- Excellent PowerBI skills, including knowledge of data modelling, DAX, Power Query, report design and visualisation
- Experience using Microsoft Azure for data storage, modelling and analysis (Data Factory and Synapse)
- Experience working collaborative within GitHub, administration experience desirable.
- Experience communicating effectively to diverse audiences, both technical and business
- Flexibility and the ability to work effectively in changing environments, acquiring skills as required and through self-directed learning
- Knowledge of the public health sector and population level data, or the ability to gain quickly
- Experience developing research questions and using health data to drive actionable insights (strongly preferred)

## Capabilities

The Brisbane North PHN Leadership and Commissioning Capability Framework applies to all roles within the organisation. Please refer to the Framework document found on our Careers page. Applicants are encouraged to address these.

Leadership		Commissioning	
Capability domain	Level / Proficiency	Capability domain	Level / Proficiency
Leads self	Level - 1	Commissioning & Service Delivery	Band 4 - expected
Engages other	Level - 2	Contract & Performance Management	Band 4 - expected
Achieves Outcomes	Level - 2	Collaboration & Stakeholder Engagement	Band 4 - expected
Drives innovation	Level - 2	Project Management & Governance	Band 4 - expected
Shapes systems	Level - 2	Probity, Compliance & Risk Management	Band 4 - expected
Bases decisions on available evidence	Level - 2	Continuous Improvement & Evaluation	Band 4 - expected

## Other

A current driver's licence is desirable and use of a personal vehicle may be required, including travel between workplaces. Work-related mileage will be reimbursed at relevant rates.

You may be required to work flexible hours. The role may include evening/weekend commitments for which time off in lieu is provided.

(Please note: This position description is subject to adjustment within reason and in consultation with your manager to meet the deliverables of the organisation.)