# Position Description

| Position Title | Health Data Analyst |
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| Responsible to | Contingent on QLD PHN location |
| Hours | Full time or Part time |

**The GP WPP Program**

 Medical practitioners wishing to pursue a career in general practice in Australia have their choice of training with two GP colleges, the Royal Australian College of General Practice (RACGP) and/or the Australian College of Rural and Remote Medicine (ACRRM). There are currently three entry points, the Australian General Practice Training (AGPT) program, the Remote Vocational Training Scheme (RVTS) - both of which are funded by the Commonwealth Department of Health and Aged Care (DOHAC), and for ACRRM trainees, the Independent Pathway.

From 1 February 2023, program governance for the administration of the AGPT and RVTS program is the responsibility of the GP colleges (RACGP and ACRRM). The transition of the programs to a college-led model will streamline pathways for GP registrars to deliver a general practice workforce that meets community needs. When a GP registrar has successfully completed their training, they become a 'fellow' of one or both colleges and registered as a specialist general practitioner with the Medical Board of Australia.

The GP WPP activity will deliver robust, independent, evidence-based advice to the Commonwealth DOHAC and GP colleges to inform GP training placement priorities at the general practice catchment (GP catchment) level. This will support the delivery of a GP workforce to meet current and future GP workforce needs and address workforce shortages. GP WPP analysis will inform distribution targets set by the Commonwealth DOHAC and will assist the GP colleges in placement decisions and training capacity planning.

**Position Summary**

To support the data and reporting requirements for the Workforce Needs Report (WNR) and Training Capacity Report (TCR) deliverables for the GP Workforce Planning and Prioritisation (GP WPP) program.

**Position Roles and Responsibilities**
- Work collaboratively with the GP WPP team to improve the integrity of the PHNs data collection, measurement infrastructure and methodologies for the grant deliverables
- Investigate, analyse and interpret data and information pertaining to the GP WPP program, from a range of sources including, HeaDS UPP, MBS data, DPA benchmarking / status, outreach demand, public health information development unit data, registrar survey data, Aboriginal and Torres Strait Islander workforce and other Commonwealth data sources.

- support the development of the Workforce Needs Report (WNR) and Training Capacity Report (TCR) that inform and make recommendations related to high-level strategic decision-making, policy and planning activities associated with the program
- provide regular feedback to the team on the usefulness of information and analysis systems and makes recommendations for improvements.
- utilise PHN centralised systems including for example Primary Health Insights (PHI) as our Microsoft Azure data repository, CRM and Microsoft Power BI (for data analytics, interpretation/trends and dashboards).
- ensure program KPIs are reviewed on a regular basis to meet program deliverables.
- represent the organisation on relevant committees, advisory groups, and events on a local, state-wide and national level as they relate to the role and organisational objectives
- other duties as directed by the Workforce Planning and Prioritisation team

**Key Selection Criteria**

- Within the context of the key outcome areas described above, the ideal applicant will demonstrate the following:
- Qualifications and experience
- Tertiary degree in public health/social sciences research, epidemiology, or equivalent that has a strong qualitative and quantitative base.
- Minimum of 3 years demonstrated experience in data preparation, manipulation, analysis and interpretation.
- Proficient application of statistical analysis tools and techniques, including data analysis software packages such as PowerBI
- Knowledge or experience with Microsoft Azure, SQL, Python and/or R (desirable)
- Good analytic & pragmatic problem-solving skills.
- Good interpersonal, communication & report writing skills.
- Good time and project management skills including the ability to plan and prioritise to meet deadlines.
- Flexibility and demonstrated ability to work effectively in both a multi-disciplinary team environment and independently.
- Demonstrated understanding of health data, including population data (desirable).

**Additional Requirements**

*Current driver's license and reliable vehicle desirable* – Use of own vehicle may be required with reimbursement of mileage at the relevant rates.

*Travel* – Travel may be required to attend events, meetings and liaise with PHNs.

*National police records check* – Employment is subject to a satisfactory national police check.  This will be undertaken and paid for by the employing PHN.

*Performance evaluation* – Formal performance reviews are conducted regularly to assess outcomes against agreed performance indicators and to establish role and professional development objectives.