

Position description

Position	Health Data Analyst Knowledge, Planning and Performance		
Purpose	To deliver health insights via advanced data analysis methods		
Approval date	17 May 2023	Approved by	Sharon Sweeney

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 km² 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.

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 the management of the primary care data collection (Primary Sense, Urgent Care Centres, etc.) in Microsoft Azure



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- Lead the comprehensive data analysis via SQL, Python or R to support quality improvement in primary care and general practice
- Deliver comprehensive insights for the PHN Health Needs Assessment by analysing PHN data assets, and directing the synthesis of population-level, publicly-available datasets
- Contribute to the interrogation of and reporting for other PHN datasets using advanced data analysis methods to produce actionable insights for the PHN and its contracted service providers
- Develop and maintain PowerBI dashboard reports and provide staff with ongoing support including presenting at relevant meetings as required
- 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).

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

Reporting relationships

Relationships

Reports to: Manager | Knowledge, Planning and Performance

Direct reports: None

Level of delegation

(Per Delegation Matrix – CEO to staff)

Level 3 – All other staff

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 discipline (e.g., public health, epidemiology, health sciences)
- Minimum of 3 years' experience in data preparation, manipulation, analysis and interpretation
- Proficient application of statistical analysis tools and techniques: SQL, Python, R (or combination thereof)
- Experience developing research questions and using health data to drive actionable insights
- 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
- Advanced skills in Microsoft Office Suite and PowerBI (or comparable visualisation tools)

Capabilities

The Brisbane North PHN Leadership Capability Framework applies to all roles within the organisation. Applicants must address these capabilities.

- leads self – self-aware, proactive and adaptable; takes personal development opportunities and is resilient
- engages others at all levels with respect, collaboration and cultural sensitivity
- achieves outcomes in a high demand work environment with judgment and initiative
- drives innovation - contributes to our culture of continuous quality improvement
- shapes systems - works productively within internal and external systems and networks
- bases decisions on available evidence.

Other

A current driver's licence is desirable and use of a personal vehicle may be required, including travel between the PHN offices. 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.)