Position description

Position	Specialist Officer Data Support I Workforce Planning and Prioritisation
Purpose	To provide high-level data support to the Shared Services Team at Brisbane North PHN, the Lead Agency supporting the Queensland PHN Consortium for the General Practice Workforce Planning and Prioritisation (GP WPP) program.

Approval date	26 October 2023	Approved by	Rachelle Foreman

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^2 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.

About 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 a number of entry points, including 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 program is now 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.

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 level. This will support the delivery of a GP workforce to meet current and future GP workforce needs. GP WPP analyses will inform distribution targets set by the Commonwealth DOHAC and will assist the GP colleges in placement decisions and training capacity planning.

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

- Support the Data Systems Lead in the development and maintenance of a consistent approach to centralised data systems and processes for analysis, including data input, relevant data exports and refreshes, data collection and data storage.

- Perform data quality assurance (including data cleansing) to an appropriate standard based on agreed parameters to ensure the integrity of datasets is maintained.

- Work collaboratively with the Shared Services Team to improve the integrity of data collection, measurement, infrastructure and methodologies for the grant deliverables.

- Support the reporting environment and set up, development and troubleshooting of Microsoft Power BI Dashboards.

- Support the development of consultations/engagement templates and platforms in consultation with the Data Systems Lead and in collaboration with the Local PHN Teams.

- Assist with the implementation and training of team members for adherence to the state-wide Data Governance Framework for the GP WPP program, including procedures related to the secure and efficient handling and sharing of GP WPP data across stakeholders.

- Engage and collaborate with GP WPP Data Analysts across the seven Queensland PHNs to support program delivery and effectiveness.

- Actively participate in CQI processes and make recommendations for improvement.

- Other duties as directed by the Lead I Data Systems | Workforce Planning and Prioritisation.

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: Lead I Data Systems I Workforce Planning and Prioritisation

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

- Qualifications or demonstrated experience in statistics, public health, social sciences, or health related discipline and/or equivalent.
- Minimum of 2/3 years demonstrated experience in a data administrative/support role.
- Excellent understanding of data administration and management functions, including experience in transforming and enhancing datasets and understanding the continuum and translation of data collection design through reporting.
- Demonstrated ICT skills, including experience in PowerBI.
- An understanding and knowledge of data governance principles and procedures.
- Demonstrated high level organisational skills with great attention to detail.
- Highly developed interpersonal and communication skills.
- Demonstrated understanding of health data, including population data (desirable).

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 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).