



Position Description

Position Title:	National Performance & Insights Advisor		
Position Number:	603041	Cost Centre:	J1104
Site/Facility:	National Office		
Department:	Data, Insights & Analytics		
Enterprise Agreement	Salaried		
Classification:	Salaried		
Reports To:	Head of Data, Insights and Analytics		
Date of Preparation:	August'2024	Date Updated:	-

Primary Purpose

In this role, you will leverage your analytical and problem-solving skills to present clear and impactful insights to key stakeholders, empowering strategy-led and data-informed decision-making across the organisation to support the achievement of strategic objectives.

By building credibility and being a trusted advisor to senior stakeholders and executives across Business Units, you will contribute to enhancing business performance and fostering continuous improvement throughout the organisation.

Organisational Environment

Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centres

Calvary continues the mission of the Sisters of the Little Company of Mary, a mission focused on caring for those who are sick, dying and in need. We express our values of hospitality, healing, stewardship and respect through "being for others" exemplified by the Spirit of Calvary and the example of Venerable Mary Potter.

As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.

Accountabilities and Key Result Areas

Mission and People:

- Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements.
- Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary's values of healing, hospitality, stewardship and respect.

Operational Performance:

- Analyse performance deviations to identify areas needing improvement and recommend actionable strategies to enhance performance outcomes.
- Present findings through compelling data visualisations, presentations, and reports tailored to diverse audiences, including executives, senior management, and stakeholders, highlighting key findings and recommendations.
- Maintain and manage the Performance Framework to track and enhance organisational performance.
- Identify data quality issues that impact performance reporting and collaborate on identifying the root cause and solutions.
- Contribute to projects and processes to monitor operational performance to meet the strategic needs of Calvary regarding performance based information

Strategic Insights :

- Serve as a trusted advisor to senior stakeholders and executives, delivering expert insights and strategic guidance to support informed decision-making.
- Work closely with cross-functional teams and key stakeholders across the organisation to ensure alignment with strategic objectives and initiatives, effectively addressing business needs and providing relevant insights.
- Advise on the design, development, and use of business intelligence solutions (such as Power BI) to strengthen and automate analysis, review, and performance reporting functions.
- Collaborate with product owners to ensure that dashboards effectively convey a narrative and remain aligned with current business requirements.
- Conduct market research and competitor analysis, to inform regional and national decision-making.
- Stay updated on industry trends and emerging technologies
- Mentor team members regarding analytic best practices

Wise Stewardship

- Take reasonable care of your own health and safety and the health and safety of others in the workplace;
- Comply with relevant Calvary WHS policies, procedures, work instructions and requests;

- Report to your supervisor any incident or unsafe conditions which come to your attention;
- Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)

Community Engagement:

- Leverage internal relationships across Calvary to drive integration, improve efficiency and maintain consistency where possible;
- Actively represent Calvary and promote its full suite of services at industry forums and networking events.

Key Relationships

Internal:	<ul style="list-style-type: none"> • NELT • Calvary National Office • Senior National and Site Executives • Hospital, Aged & Home Care staff at all levels • National ICT & Service Delivery Team
External:	<ul style="list-style-type: none"> • External Providers, e.g. software vendors • External Benchmarking Organisation (Health Roundtable, Stewart Brown etc.)

Position Impact

Direct Reports:	<ul style="list-style-type: none"> • No direct reports
Budget:	<ul style="list-style-type: none"> • Not applicable

Selection Criteria

Essential

- Relevant tertiary qualifications in data analytics, data science, accounting or in a health related field with demonstrated strong experience in performance analytics.
- Demonstrated substantial experience in business analysis, strategic planning, or operational management.
- Extensive experience working with Business Intelligence tools, including Tableau, PowerBI etc.
- Exhibit strong communication, negotiation, and stakeholder management abilities, with a proven track record of engaging and influencing stakeholder’s at all organisational levels.
- Demonstrate an adaptable and flexible approach to changing priorities, with a willingness to acquire and develop new skills and knowledge.
- Exhibit a high level of thoroughness, accuracy, and attention to detail in all tasks and responsibilities.
- Proven ability to manage deadlines and prioritise tasks efficiently to ensure timely completion.
- Possess a comprehensive understanding of current issues and developments impacting the delivery of health & aged care services.
- A strong commitment to the values and mission of Calvary

Desirable

- Experience in Health/Aged Care sector is highly desirable
- General Knowledge of Health & Aged care applications would be beneficial

Approvals

Job Holder's signature:	Date:
Manager's signature:	Date: