

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Analyst - Health Statistics
Position Number:	501083
Classification:	Allied Health Professional Level 4
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Policy Purchasing Performance and Reform – Monitoring Reporting and Analysis
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Director - Monitoring Reporting and Analysis
Effective Date:	October 2022
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Satisfactory completion of an appropriate course of study at a recognised tertiary institution</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	<p>Appropriate professional and/or tertiary qualifications, for example a postgraduate degree in biostatistics, epidemiology, public health or equivalent from a recognised tertiary institution.</p> <p>Experience in, or ability to acquire skills and knowledge relevant to data linkage.</p>

Note: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Undertake statistical analysis, evaluation and reporting and interpretation of population health data. This includes preparing high level reports and information to support evidence-based advice by Government and the Health Executive on issues including system planning and reform.

In addition, provide support for routine Departmental publications including the Tasmanian Public Health Survey and the State of Public Health Report.

Duties:

1. Undertake the design of population health surveys on a statewide basis and assist with the management of the implementation of these surveillance measures through external providers.
2. Generate routine and complex health status information for monitoring and surveillance through the collection, management and analysis of data using high level biostatistical/epidemiological methods.
3. Manage data collections, including national Confidentialised Unit Record Files (CURFS), and undertake data analysis at an advanced statistical level, using appropriate biostatistical methods and statistical software packages such as R, STATA and SPSS.
4. Develop health indicators and benchmarks to measure chronic diseases and risk factors and monitor progress against these indicators through relevant analyses of population health data.
5. Undertake high level biostatistical analysis as required, including chronic disease and risk factor surveillance, using epidemiological data sources to support evidence-based policy and health system purchasing and planning.
6. Support the publishing of increased population health data in accessible formats, including electronic dashboards.
7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Senior Analyst - Health Statistics operates under the broad direction of the Director - Monitoring, Reporting and Analysis (MRA), working closely with other members of MRA and Public Health Services, and is responsible for:

- Exercising independent professional judgement in the application of biostatistical and epidemiological principles for the analysis, interpretation, and reporting of epidemiological data.
- Preparing and presenting high quality statistical analysis of health data to inform action and to promote awareness and greater understanding amongst health providers and the public.
- Supporting the development, implementation and monitoring of policies and programs and delivering outcomes of significant strategic importance to the Agency.
- Operating in accordance with broad objectives and applying significant professional knowledge and judgement directly relevant to complex and critical work in relation to the work area.
- Leading and mentoring other staff as required.

- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participating in and contributing to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. High-level knowledge and understanding of the determinants of health and of contemporary health policy issues, including population health policy.
2. Demonstrated high level verbal and written communication skills, and the ability to work effectively within an interdisciplinary team environment, with the ability to build and maintain effective relationships with a diverse range of stakeholders
3. Demonstrated high level knowledge of statistical methods commonly used in epidemiological data analyses and investigations, including the use of statistical software packages such as R, SPSS or STATA.
4. Demonstrated experience in the collection, collation, analysis, appraisal, interpretation and reporting of health-related information and research evidence.
5. Demonstrated high level of knowledge and expertise in the development, conduct, and management of population health surveys.
6. Experience in geospatial analysis and presentation of health data, demonstrated ability to rapidly gain this knowledge and competence.
7. Experience in applying biostatistical and epidemiological principles to complex data, where established procedures and methods require expansion, adaptations or modification.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).