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SA Health Job Pack

Job Title	Data Analyst/Tester - OPD WL Reporting Project
Job Number	665314
Applications Closing Date	17 August 2018
Region / Division	Department for Health and Wellbeing
Health Service	Data & Reporting Services
Location	Adelaide CBD
Classification	ASO6
Job Status	Full Time / Term Contract (up to 26 June 2020)
Salary	\$89,184-\$94,543

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☐ Child Related Employment Screening - **DCSI**
- ☐ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☒ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Tina Hardin
Phone number	822 67329
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Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



ROLE DESCRIPTION

Role Title:	OPD WL Project - Data Analyst / Tester
Classification Code:	ASO6
LHN/ HN/ SAAS/ DHA:	Department for Health and Ageing
Hospital/ Service/ Cluster	
Division:	System Performance-Quality, Information & Performance (QIP)
Department/Section / Unit/ Ward:	Data & Reporting Services
Role reports to:	OPD WL Project – Project Manager
Role Created/ Reviewed Date:	17 April 2018
Criminal History Clearance Requirements:	<input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

- > The Outpatient (OPD) Waiting List (WL) Project – Data Analyst / Tester is responsible to the OPD WL Project – Project Manager for the effective development, implementation, data quality and maintenance of the OPD WL dataset. The aim of the OPD WL project is to facilitate the provision of high quality data in a timely manner to meet a broad set of information requirements for SA Health, including national, statutory and departmental information requirements.

Direct Reports:

- > Nil.

Key Relationships/ Interactions:

Internal

- > Reports to the OPD WL Project – Project Manager
- > Proactively engages with other members of the OPD WL Project team
- > Liaises with officers across Data and Reporting Services (D&RS) and other departmental stakeholders to resolve data quality issues and technical system support issues

External

- > Liaises frequently with public sites (eg hospitals) data representatives regarding data definitions, business rules and resolving testing issues

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Developing a central repository and reporting mechanism for OPD WL that is fit for purpose including public reporting
- > Aligning to and contributing to enhancement of key data management processes and systems
- > The management and optimisation of data quality management processes across critical and varied data sources

Delegations:

- > Level 6 human resource delegation

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Data Stewardship	<ul style="list-style-type: none">> Deliver effective data stewardship for the development of the OPD WL data set by ensuring that the Data Governance Framework is professionally and effectively implemented and maintained.> Ensure that data quality, including SA Health's Data Quality Management Framework and the Data Governance Framework followed and take responsibility for upholding the principles and requirements when challenged.> Develop, use and promote appropriate methods to quality assure the OPD WL and implement effective change management to ensure that the data are fit for state and national reporting purposes.> Lead, develop and foster the importance of data quality management with internal and external data partners, including ensuring an understanding of our shared data provider and data stewardship roles.> Align and foster culture within D&RS of enabling efficiencies through ensuring that information on data sources, processing, quality issues and metadata are documented and made available for the benefit of others.> Ensure adequate documentation and knowledge management are in place to improve speed of data quality assurance, processing and production and to minimise duplication and errors.> Develop business continuity strategies that are supported by adequate documentation and knowledge management systems.> Provide guidance on the appropriate use of imperfect or incomplete data so that maximum value is extracted and inappropriate use avoided.
Project Work and Management	<ul style="list-style-type: none">> Follow the endorsed Project Management approach including the D&RS Project Governance framework.> Apply consistent business rules in accordance with SA Health database and development standards and load data into secure repositories for data quality assurance, reporting and subsequent uses within D&RS.> Working with D&RS and the OPD WL Project team develop the OPD WL collection in accordance with the SA Health Data and System Development Lifecycle Standards.> Proactively collaborate with the OPD WL Project team and the D&RS team technical application developers, data administrators and operational staff who are responsible for other applications.> Analyse and report on the data from various sources, support the

	<p>project team to develop business rules and quality standards that result in a high quality fit for purpose data management standards and procedures for the OPD WL collection.</p> <ul style="list-style-type: none"> > Develop test scripts and plans in accordance with best practice and with agreed functional specifications, undertake testing, establish issue logs, feedback mechanisms and reporting tools to facilitate discussions with sites and the project team. > Review system requirements for the OPD WL and consult with data administrators and technical staff in order to establish effective change management approaches and monitor work priorities. > Collaborate with data administrators and technical staff to prepare and proactively manage a shared schedule of activities required for effective system maintenance, risk mitigation and change management for designated corporate data collections. > Proactively collaborate with data administrators to develop and foster the importance of data quality management with our internal and external data partners, including ensuring an understanding of our shared data provider and data stewardship roles.
Engagement	<ul style="list-style-type: none"> > Work with integrity and confidence, building trust and maintaining a reputation with SA Health and private sector stakeholders and with external colleagues for professional advice about the OPD WL. > Engages with existing data management team within D&RS to ensure alignment or enhancement of desired processes to support smooth handover at the completion of the project. > Advocates basing discussions with stakeholders and colleagues on the data analysis, to discuss findings, to account for data limitations, to present evidence and strengthen trust in the evidence base. > Ensure work plans align with the Units strategic direction and vision statement.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Personal Abilities/Aptitudes/Skills:

- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the *Work Health and Safety Act 2012* (SA), utilising AS/NZS ISO 31000:2009 Risk Management- Principles and Guidelines, or to an equivalent set of standards
- > Proven well-developed interpersonal, written and verbal communication skills to articulate and present complex concepts clearly and concisely, negotiate successful outcomes, and to develop effective working relationships and networks with a broad range of internal and external clients and stakeholders
- > Proven ability to work independently without supervision and to plan activities and set priorities to achieve objectives and meet deadlines
- > Strong analytic skills, ability to write and understand data definitions and metadata, attention to detail and commitment to delivering data of high quality that meets definition requirements
- > Strong technical skills in a range of products (Microsoft Excel, SQL, VB, etc) and an ability to utilise these tools to establish innovative, effective and efficient solutions for complex analysis and other project tasks
- > Proven ability to negotiate, resolve conflict and represent the SA Health with a high degree of professional competence

Experience

- > Proven experience working with data quality management, complex systems and business processes in an enterprise environment under a governance model and with external stakeholders
- > Extensive experience in the development and maintenance of large and complex data sets/collections and associated processes for system review and developing materials such as training materials and process instructions for internal and external clients
- > Proven experience in working on large data development projects including developing project plans, test plans, issue logs and test scripts, undertaking testing and reporting on test results to a variety of stakeholders

Knowledge

- > Extensive knowledge of the data management life cycle, metadata management, data quality management, business analysis, and information management practices and protocols including system security functions, change management and project management principles and practices

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Undergraduate degree in business, management information systems, data management, business intelligence or equivalent

Personal Abilities/Aptitudes/Skills:

- > Ability to assess the benefits of collecting data in relation to the utility of the information obtained
- > Ability to analyse data collection processes and identify inefficiencies or weaknesses and formulate strategies to overcome these

Experience

- > Experience working with, managing, developing and/or using funding models (eg Activity Based Funding) and classification systems (eg International Classification of Disease, Diagnosis Related Groups, etc)

Knowledge

- > Knowledge of data in relation to hospital based systems

Special Conditions:

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Criminal and Relevant History Screening.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007* (Cth).
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.*
- > *Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.*
- > *Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014.*
- > *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- > *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- > *Disability Discrimination.*
- > *Independent Commissioner Against Corruption Act 2012 (SA)*
- > *Information Privacy Principles Instruction*
- > *Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008 and the SA Health (Health Care Act) Human Resources Manual.*
- > *Relevant Australian Standards.*
- > *Duty to maintain confidentiality.*
- > *Smoke Free Workplace.*
- > *To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.*
- > *Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing, the Minister for Ageing, and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

The role of the Data & Reporting Services is to provide timely, accurate and complete data to the Department, State and the Commonwealth to enable accurate reporting of health data primarily for performance and funding related activities. Our vision is to that data should be 'captured once, used by many and meaningful to all.'

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document

Name:

Signature:

Date:

Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	03/11/2017	Minor formatting with order of information amended.
V4	03/11/2017		Updated to align better with the Data Governance Framework
New	17/04/2018		OPD WL Project – Data Analyst / Tester