HealthHR

Tasmanian Government

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Structured Query Language (SQL) Developer/Report Writer
Position Number:	522033
Classification:	General Stream Band 5
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Policy, Purchasing, Performance and Reform Clinical and Financial Analytics
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Manager - Clinical and Financial Analytics
Effective Date:	June 2016
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	3-5 years related experience in networked systems

NB: 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:

The SQL Developer/Report Writer builds clinical reporting to support the activities of the Agency. The SQL Developer/Report Writer is responsible for:

- Designing, developing and administrating the ad-hoc and scheduled clinical reporting for statewide public hospital services on a routine basis.

- Working collaboratively with key clinical staff across the organisation to develop data briefs and ensure each development has undergone a clinical quality assurance process.

Duties:

1. Develop SQL queries to extract, manipulate and/or calculate information to fulfil data (SQL Server Integration Services (SSIS)), business intelligence and reporting in SQL Server Reporting Services (SSRS) or Qlik development for statewide public hospital services. Incorporate detailed data briefs, close collaboration with clinical staff and ongoing report monitoring and refinement into the database system

2. Contribute to and comply with meta-data definitions via nationally agreed data dictionaries such as METeOR and internal meta-data dictionaries managed within the Clinical Information Service.

3. Identify opportunities to transition data away from isolated clinical information systems into an integrated SSRS reporting and other reporting platforms that are maintained and refined in collaboration with clinical staff.

4. Support the development, monitoring and refinement of SSRS or Qlik reports, including supporting the maintenance, monitoring and troubleshooting into the database system.

5. Develop and manage productive relationships with a broad range of internal and external stakeholders and provide high level guidance, authoritative expert advice and recommendations.

6. 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 SQL Developer/Report Writer operates with a large degree of autonomy, reporting to and working under the direction of the Manager, Clinical Information Service. The role is a key operational resource, and data activities deliver outcomes of a local regional significance.

Operating within a complex multidisciplinary and professional environment, the SQL Developer/Report Writer contributes to unit planning and decision-making processes.

The SQL Developer/Report Writer is responsible for:

*   Establishing and maintaining rigorous data development and management practices

*   Responding to operational issues and developing options, recommendations and solutions in collaboration with clinical staff to support the delivery of clinical reform initiatives.

*   Establishing and maintaining effective relationships with key internal and external stakeholders, providing data and consulting as appropriate.

*   Provision of advice in response to data requests, data management and report development issues (including SSRS, Qlik and others).

*   Where applicable, exercising 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.

*   Complying 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. Demonstrated extensive knowledge of, and experience in, data management and analysis, particularly in relation to SQL Server Reporting Services (SSRS) or Qlik application.

2. Demonstrated experience in system operation and design within major organisations, including the proven capacity to provide high quality support and specialised advice.

3. Working knowledge of and experience with SSIS, SQL Server Report Builder, Microsoft SQL Server, Transact-SQL and Online Analytical Processing (OLAP), along with the ability to write efficient codes using in-code documentation and comments.

4. Excellent self-management skills including organisational skills, flexibility, capacity to deal with pressure, ambiguity and change, and the ability to exercise sound judgement in complex situations and work effectively either individually or as part of a team.

5. Demonstrated high level data and modelling skills, to successfully extract, compile, data match and report from a variety of sources, and anticipate opportunities and obstacles using sound data methodologies.

6. High level conceptual and analytical skills, along with experience in managing complex system projects and the ability to deliver in an environment of reform.

7. Sound knowledge and understanding of the health and human services sector and current issues relating to and impacting on service provision together with high level knowledge of the functions performed by the Department of Health and the interaction between them.

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.