DEPARTMENT OF HEALTH

Statement of Duties

|  |  |
| --- | --- |
| **Position Title:**  | Data Analyst |
| **Position Number:** | 522208, 513431 |
| **Classification:**  | General Stream Band 6 |
| **Award/Agreement:**  | Health and Human Services (Tasmanian State Service) Award |
| **Group/Section:** | System Management and ReformMonitoring, Reporting and Analysis – Health Information Team  |
| **Position Type:**  | Permanent, Full Time |
| **Location:**  | South |
| **Reports to:**  | Manager - Health Information |
| **Effective Date:** | November 2020 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Desirable Requirements:** | Holds, or is working towards, appropriate tertiary qualifications. |
| **Position Features:** | Some Intra/Interstate travel maybe required |

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:

Provide data analysis to the Deputy Secretary System Management and Reform (SMR), including the provision and management of relevant, high-quality hospital and health activity and casemix information.

Support a range of activities relating to the implementation of an Activity Based Funding (ABF) model across hospital and health services covering areas including financial and information management.

Work extensively with the Manager - Health Information and senior SMR managers to promote and support the effective use of data through development of data analysis and reporting services that reflect the business needs of the Deputy Secretary SMR and the Department for hospital and health services.

Undertake extraction and transmission of data sets for Activity Based Funding (ABF) and other Commonwealth data reporting requirements and ad hoc data requests.

Produce and create regular and ad-hoc reports on data held within the central data warehouse for SMR and the Department to assist with ongoing service planning, purchasing and performance monitoring activities.

### Duties:

1. Undertake regular cyclical Extract, Transform and Load (ETL) processes to import data from a range of Departmental administrative systems into databases managed by the Health Information Team.
2. Initiate, plan, develop and implement changes to regular cyclical ETL processes, including proofing and debugging logic processes at the code level.
3. Provide advice on hospital and health services data collection, analysis, reporting and evaluation through data modelling, database interrogation and investigation and implementation of data quality assurance and audit processes.
4. Coordinate the collection and use of data in accordance with State and National legislation and emerging areas such as activity based funding requirements, and manage the use of standard code-sets for recording clinical and administrative information.
5. Develop, publish and evaluate routine activity reports to meet business unit operational reporting requirements. These reports are to present relevant high quality activity and performance information aimed at the target audience and includes appropriate, evidence-based graphical representations with supporting narrative to facilitate understanding of the data represented.
6. Assist with the management, collection, analysis and reporting of quality data to the Department in response to Commonwealth requests. This process includes development and interpretation of data dictionaries, undertaking consultation with relevant stakeholders, selection and analysis of relevant and valid data and routine reporting according to required timeframes.
7. Collate data for SMR’s participation in regular and ad-hoc data collection, analysis, reporting and evaluation in support of National collections and benchmarking, ensuring the accurate collection of quality data and timely provision of activity data.
8. Liaise closely with staff in SMR, area management units and the Department to ensure consistent recording and analysis of quality activity information and identify opportunities to improve data quality, analysis and reporting systems and processes.
9. Participate in the delivery of training and support for hospital and health services staff in the use and interpretation of performance and activity data.
10. Actively participate in and contribute 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.
11. 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:

#### Under the broad direction of the Manager - Health Information, the Data Analyst:

Is responsible for the provision of advice and support on requests and issues related to hospital and health services clinical and operational information.

Works with a significant degree of autonomy.

Applies well developed interpersonal and communication skills to liaise effectively with a senior management audience.

* Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
* 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.

### 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:
	1. crimes of violence
	2. sex related offences
	3. serious drug offences
	4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Demonstrated high level of proficiency in the use of relational database, business intelligence and spreadsheet applications, in particular, Visual Basic, SQL programming and the use of ETL development programs, such as SQL Server Integration Services.
2. Well developed, high level understanding of the concepts underlying information management and classification systems, population and needs-based planning and performance measurement, including a good understanding of the collection and use of clinical and operational data.
3. A high level of research and analytical skills including an understanding of state and local health legislation, national health reform issues, data collection methods and data analysis, especially within a specialist health related context.
4. Well-developed project management, information management, planning and business analyst skills, including the capacity to interpret business processes and information requirements and develop reports using contemporary report writing software.
5. Highly developed organisational skills, including a demonstrated ability to determine priorities, make independent decisions, and meet regular and strict deadlines.
6. High level liaison, consultation and oral and written communication skills including the ability to negotiate effectively with a wide range of hospital and health services and Agency staff.

### 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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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 | Tasmanian Department of Health](https://www.health.tas.gov.au/consumer-and-community-engagement-principles).