DEPARTMENT OF HEALTH

# Statement of Duties

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| **Position Title:** | Data Analyst - Rostering and Resource Innovation |
| **Position Number:** | 526737 |
| **Classification:** | General Stream Band 6 |
| **Award/Agreement:** | Health and Human Services (Tasmanian State Service) Award |
| **Group/Section:** | Human Resources |
| **Position Type:** | Fixed-Term, Part Time |
| **Location:** | North |
| **Reports to:** | Nursing Director - Rostering and Resource Innovation |
| **Effective Date:** | November 2021 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Desirable Requirements:** | Relevant tertiary qualifications |
| | Current Driver's Licence |
| **Position Features:** | Intrastate travel may be 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:

- Working within the statewide Rostering and Resource Innovation Unit (RRIU) - Human Resources the Data Analyst will be responsible for the development, management and reporting of workforce rostering data, and information management indicators associated with the service

- Provide data analytics services to the Rostering and Resource Innovation Unit, including the provision and management of relevant, high quality informatics.

- Work extensively with the RRIU within the services/regions to promote and support the effective use of data through development of data analysis and reporting mechanisms that meet the strategic plan for the Service.

# Duties:

1. Develop, manage and report on whole of organisation rostering workforce data collection, including analysis and evaluation through data modelling, interrogation and investigation and implementation of data quality assurance processes for the RRIU.

2. Manage the collection and use of data associated with the RRIU in accordance with Organisational Policy and Industrial legislation, and the use of standard data code-sets for managing information.

3. Develop, distribute, and evaluate routine consistent RRIU reports to organisational reporting requirements. These reports are to present relevant high-quality workforce management information aimed at the target audience and include appropriate, evidence-based graphical representations with supporting narrative to facilitate understanding of the data represented.

4. Enable substantial and sustainable improvements in best practice rostering through access to consistent performance data and benchmarking information.

5. Manage the collection, analysis, reporting and quality of data for the RRIU, including consultation with relevant stakeholders across the services/regions, selection and analysis of relevant and valid data and routine reporting according to required timeframes.

6. Provide training and support for organisational employees in the use of workforce rostering analytics, ensuring innovation and improvement is imbedded into the services/regions.

7. Work collaboratively with the RRIU teams across the organisation on the development and implementation of rostering analytics that support rostering workforce management initiatives, in keeping with contemporary practice, consistent with the organisational needs.

8. 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 and related training.

9. 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 Data Analyst - Rostering and Resource Innovation Unit operates with a significant degree of autonomy, reporting to and working under the broad direction of the Nursing Director - Rostering ad Resource Innovation The occupant is responsible for:

- Information analytics development and improvement, benchmarking, monitoring and reporting for the Rostering and Resource Innovation Unit.

- Exercising a significant level of responsibility and judgement in the coordination and development of information management tools for the RRIU.

- Building relationships and working collaboratively and consultatively with staff at all levels of the organisation to provide critical data analysis to compliment work force management activities.

- 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:

    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 capacity and experience in, data information management and analytics, performance measurement and the collection and use of workforce management data.

2.  High level research and analytical skills including an understanding of health legislation, data collection methods and data analysis, especially with workforce management content.

3.  Experience in the development and production of high-end interactive user interfaces, assisting with the presentation of information to support and inform decision making.

4.  Highly developed organisational skills, including a demonstrated ability to determine priorities, make independent decisions and meet regular and strict deadlines.

5.  High level interpersonal conflict, negotiation and communication skills including experience in writing reports, with the capacity to interact and liaise effectively with a wide range of stakeholders at all levels of the healthcare service.

6.  Demonstrated high-level problem-solving skills, including the ability to resolve complex operational and technical issues and to identify and plan associated strategies.

## 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](#).