



## ROLE DESCRIPTION

<b>Role Title:</b>	Data Integration Analyst, Digital Health
<b>Classification Code:</b>	ASO6
<b>LHN/ HN/ SAAS/ DHA:</b>	Northern Adelaide Local Health Network
<b>Hospital/ Service/ Cluster:</b>	Lyell McEwin Hospital
<b>Division:</b>	Corporate
<b>Department/ Section/ Unit/ Ward:</b>	Digital Health
<b>Role reports to:</b>	Data Integration Lead
<b>Role Created/ Reviewed Date:</b>	July 2022
<b>Criminal and Relevant History Screening:</b>	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working with Children Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category Requirements:</b>	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input checked="" type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Data Integration Analyst contributes to the delivery of trusted, timely and actionable data to support the Northern Adelaide Local Health Network's (NALHN's) clinical, operational and strategic decision making. The role assists with facilitating access to data in a way that meets stakeholder requirements and adheres to governance guidelines.

### The Data Integration Analyst:

- > Maintains expert knowledge of database management and extraction methods and tools, as well as NALHN's data systems and interfaced applications, including but not limited to the NALHN Data Warehouse.
- > Expertly contributes to the development and implementation of data extraction, data transformation, and data loading (ETL/ELT) processes.
- > Liaises effectively with internal and external business areas to provide expert technical support for the development and maintenance of digital health solutions including systems modifications and problem resolution.
- > Utilises expert knowledge to effectively engage with a wide range of stakeholders to assess data requirements and translate these into tangible digital health projects.
- > Develops and documents contemporary information and data governance principles, procedures and processes, including administration of appropriate documentation, and champions the ability to work within an appropriate Information/Data Management framework.

### Direct Reports:

- > Nil

### Key Relationships/ Interactions:

The Data Integration Analyst reports to the Data Integration Lead. Additional key stakeholder relationships are to be maintained with other staff and colleagues, including, but not limited to:

#### Internal

- > Executive Director Digital Health
- > Senior Manager, Digital Change and Adoption
- > Senior Manager, Digital Service Delivery
- > NALHN Chief Medical Information Officer (CMIO)
- > NALHN Chief Nursing and Midwifery Information Officer (CNMIO)
- > Key stakeholders within Clinical Divisions

#### External

- > Office of Chief Medical Information Officer, Department of Health and Wellbeing
- > Enterprise Data and Information, Department for Health and Wellbeing
- > Digital Health SA, SA Health

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Provision of expert technical knowledge of NALHN's data systems, including NALHN's Data Warehouse, its multiple data sources, and the applications and systems it interfaces with.
- > Championing the design, development and application of appropriate data extraction, data transformation and data loading (ETL/ELT) tools/methodologies within appropriate governance requirements and documenting processes accordingly.
- > Supporting the creation of specific datasets and complex reports across multiple business and clinical domains, including generation of supporting documentation e.g. data dictionary.
- > Strong ability to engage, influence and provide advice to stakeholders, whilst also translating business and clinical needs and requirements into tangible solutions.

### Delegations:

- > Nil

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>Technical Support and Service Delivery</b>	<ul style="list-style-type: none"><li>&gt; Provide expert technical advice regarding identifying, diagnosing, classifying, and resolving problems and faults for a range of stakeholders across a range of data systems and escalating incidents as required.</li><li>&gt; Provide ongoing expert technical support and maintenance of application and system interfaces which sustain business and clinical objectives, including undertaking regular systems builds, testing, maintenance and optimisation to ensure business requirements are being met.</li><li>&gt; Utilise extensive knowledge of data management and extraction tools to collate robust and meaningful data from a range of systems via appropriate data extraction, load and transformation processes, including testing, UAT, and maintaining ETL/ELT pipelines.</li><li>&gt; Respond to ad hoc requests to facilitate access to information contained within business and clinical systems and databases.</li></ul>

	<ul style="list-style-type: none"> <li>&gt; Provide expert technical guidance to facilitate data extraction and production of ongoing reports, including ensuring systems and databases are structured appropriately to meet business and clinical needs.</li> <li>&gt; Re-design data infrastructure as required and optimise data delivery to meet business and clinical needs e.g. establishing appropriate digital libraries and staging schemas.</li> <li>&gt; Lead the creation of technical documentation (including architecture diagrams), data dictionaries, operational standards, procedures and work instructions to ensure the integrity of business and clinical applications and ensure appropriate security and contingency plans are in place.</li> <li>&gt; Lead the preparation of accurate documentation to ensure appropriate traceability between business and clinical requirements and technical solutions, as well as develop and implement policies and procedures relating to reporting, information requirements and information provision.</li> </ul>
<p><b>Stakeholder Engagement</b></p>	<ul style="list-style-type: none"> <li>&gt; Build and maintain effective relationships to engage, influence and provide technical advice to stakeholders, using effective interpersonal, consultation, negotiation, and communication skills.</li> <li>&gt; Liaise effectively with relevant database administrators and technical staff in relation to problems related to system availability and data quality issues.</li> <li>&gt; Work comprehensively with stakeholders to contribute to the growth and maturity of the Data Warehouse as well as wider digital health solutions.</li> <li>&gt; Work effectively with stakeholders to scope and document business requirements and design tangible digital solutions.</li> <li>&gt; Champion ongoing user training and support of digital applications and patient collection systems, whilst providing feedback to users in relation to best-practice patient information and data collection processes and systems.</li> <li>&gt; Support research and evaluate programs through the provision of advice and consultancy service regarding data collection and reporting processes.</li> </ul>
<p><b>Service Improvement</b></p>	<ul style="list-style-type: none"> <li>&gt; Identify, design, and implement internal process improvements e.g. streamlining manual processes, optimising data delivery, re-designing infrastructure for greater scalability, including the development of automated software solutions etc.</li> <li>&gt; Improve system operations by proposing and implementing technical solutions and/or processes which increase supportability, reliability, security and performance.</li> <li>&gt; Lead the development of contemporary information and data governance principles and champion working within an appropriate Information/Data Management framework.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications:**

- > N/A

#### **Personal Abilities/Aptitudes/Skills:**

- > Strong ability to effectively work with datasets including utilising appropriate methodologies, standards and documentation to maintain a high level of reliability and accuracy.
- > Ability to utilise expert technical knowledge to undertake complex information support, in particular for the collection, collation and analysis of information from a range of sources.
- > Extensive ability to communicate complex concepts and results in plain language, operate effectively under broad direction to analyse problems and recommend effective and efficient solutions.
- > Demonstrated ability to build and maintain effective relationships across multidisciplinary teams to gather and translate business and clinical needs into system requirements and implement appropriate application and database level changes.

#### **Experience:**

- > Extensive experience in working with relational databases and the design of data models; improving system operations, delivery and management of large datasets, data integrity and quality.
- > Significant experience in utilising extraction methods and tools, to underpin the delivery of reliable and accurate reporting in a structured and standardised format, including testing and maintaining ETL/ELT pipelines.
- > Extensive experience in the use of Microsoft Product Suite, including MS Excel, SQL Server (SSIS) and DevOps (GIT).
- > Demonstrated experience in working with stakeholders to implement appropriate data architectures and processes that support the operation of data and analytics applications and data pipelines.
- > Proven experience in database performance management and optimisation, including streamlining manual processes, optimising data delivery, re-designing infrastructure for greater scalability, automated software solutions etc.
- > Experience in the conduct and evaluation of projects and working with stakeholders to achieve systems change, using a robust change management process.

#### **Knowledge:**

- > Extensive knowledge of data management, analysis, controls and principles, standards and tools, including an understanding of data governance principles and the ability to work within an Information/Data Management framework.
- > Extensive knowledge in establishing contemporary and fit-for-purpose system/enterprise data warehouse architecture development and business solutions.
- > Knowledge and understanding of quality improvement principles and techniques.

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications:**

- > An appropriate qualification in Computer Science, IT, Database Administration or a related discipline; or equivalent experience.

#### **Experience:**

- > Experience in cloud-based solutions e.g. Azure Data Factory.

- > Experience in the use of Python modules, packages and libraries and Python web development frameworks, e.g. Flask.
- > Experience establishing connection to external data sources such as an SQL Database. i.e. via Open Database Connectivity (ODBC).

### Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > *For appointment in a Prescribed Position* under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For '*Prescribed Positions*' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for '*Approved Aged Care Provider Positions*' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > 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)** maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, 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 for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* '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.

**Cultural Commitment:**

NALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, NALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

**Resilience:**

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

## Organisational Context

### SA Health

SA Health is committed to protecting and improving the health of all South Australians by providing leadership in health reform, public health services, health and medical research, policy development and planning, with an increased focus on wellbeing, illness prevention, early intervention and quality care.

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health, the Minister for Health & Wellbeing. The State Government has reformed the governance of SA Health, including establishing 10 Local Health Networks (LHNs), each with its own Governing Board.

These reforms have taken a staged approach, with the most significant changes to taking place from 1 July 2019 when the new Governing Boards become fully operational.

SA Health is comprised of the Department for Health and Wellbeing and the following legal entities:

- > Central Adelaide Local Health Network
- > **Northern Adelaide Local Health Network**
- > Southern Adelaide Local Health Network
- > Women's and Children's Health Network
- > Barossa Hills Fleurieu Local Health Network
- > Eyre and Far North Local Health Network
- > Flinders and Upper North Local Health Network
- > Riverland Mallee Coorong Local Health Network
- > Limestone Coast Local Health Network
- > Yorke and Northern Local Health Network
- > SA Ambulance Service

### Northern Adelaide Local Health Network

The Northern Adelaide Local Health Network (NALHN) provides care to more than 400,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. NALHN works to ensure quality and timely delivery of health care, whilst building a highly skilled, engaged and resilient workforce based on a culture of collaboration, respect, integrity and accountability.

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

NALHN includes:

- > Lyell McEwin Hospital (LMH) - a 336-bed specialist referral public teaching hospital which has links to the University of Adelaide, University of South Australia and Flinders University. LMH provides a full range of high-quality medical, surgical, diagnostic, emergency and support services.
- > Modbury Hospital is a 174-bed, acute care teaching hospital that provides inpatient, outpatient, emergency services, Aged Care, Rehabilitation and Palliative Care. GP Plus Health Care Centres and Super Clinics
- > Aboriginal Health Services
- > Mental Health Services (including two statewide services – Forensics and Older Persons)
- > Sub-acute Services

The total operating budget for 23/24 for NALHN is \$1.02 bn with a workforce of 4,710 FTE / 6,325 head count.



## NALHN Governing Board

The Governing Board members bring to NALHN a wealth of knowledge and experience across many areas.

NALHN is confident that with the support of our highly qualified Governing Board, NALHN will be well placed to achieve better health service decisions tailored to local needs and deliver a safe, high quality and financially sustainable LHN into the future.

## 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.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

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 understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**

**Signature:**

**Date:**

## Version control and change history

<b>Version</b>	<b>Date from</b>	<b>Date to</b>	<b>Amendment</b>
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	14/05/20	Minor formatting with order of information amended.
V4	15/05/20	19/10/2020	Organisation Context Updated
V5	20/10/2020	08/04/2021	Organisation Context Updated
V6	09/04/2021	20/12/2023	Financial Delegation Updated Management Position Clause Updated Code of Ethics Clause Updated
V7	21/12/2023		Special Conditions Updated General Requirements Updated Organisational Context Updated