

POSITION DESCRIPTION

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| Position Title: | Health Data and Analytics Officer |
| Location: | As required and directed by the company |
| Reports to: | Manager Information Systems |
| Direct Reports: | N/A |
| Indirect Reports: | N/A |
| Position Classification: | Common Law |
| Delegated Authority: | As defined in the Delegation Policy |

Vision

Better Care, Better Value, Better Outcomes

Mission

Bridging the gap of health inequity and access in rural South Australia by building a collaborative and responsive country SA health care system.

Values

- Relationships: *We build, strong, and authentic relationships*
- Respect: *We are inclusive, understanding, fair-minded in all our interactions*
- Accountability: *We are transparent, trustworthy, responsible and hold ourselves to a higher standard*
- Innovation: *We are curious, courageous, collaborative in delivering outcomes for our communities*

Principles

- Commitment to improving the patient 'experience' of the health system
- Act with integrity and transparency
- Make timely decisions of the highest ethical standard
- Be responsive to individual, community and provider needs within local communities
- Meet challenges with innovative and responsive solutions
- Foster, enable and facilitate partnerships that enrich and improve rural health services, activities and systems
- Be flexible, adaptable, and responsive to continuous quality improvement and evaluation outcomes
- Remain connected to local communities in their respective settings
- Be held accountable by those we serve as a provider, enabler, facilitator, funder or contractor
- Maintain a robust and transparent governance framework, meeting the standards of the Australian Corporations Act (2001), the ASC Principles of Effective Governance and other laws and practices as they apply.

Country SA PHN

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SA Rural Health Network trading as Country SA PHN

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Quintuple Aim

- Improve people's experience of care.
- Improve the health of populations.
- Advance health equity
- Improve the cost-efficiency of the health system.
- Improve the work life of health care providers.

Purpose of the Position

The role of the Health Data and Analytics Officer is to support population health planning, service design and prioritisation functions of CSAPHN through the identification, analysis and interpretation of quantitative and qualitative data and evidence by working with key stakeholders to identify and translate information in the context of understanding local health and service need.

The position will primarily be responsible for the evaluation and monitoring of public and restricted data relative to population health needs, health workforce, service delivery and utilisation.

It is expected that this position will remain flexible to meet the changing needs of the organisation.

Key Responsibilities

The Health Data and Analytics Officer will be responsible and accountable for delivering the following activity in alignment with CSAPHN's [Strategic Priorities](#):

- Analysis, interpretation, and translation of complex data to inform decisions and planning relative to internal operations and service commissioning, including:
 - Analysis of trends relative to local health needs and disease prevalence in the Country SA PHN region.
 - Interpretation of predictive modelling for emerging and future health needs.
 - Identification of health, social and demographic-related predictors and risk-factors for health needs.
 - Identification of health equity barriers relative to health service access.
 - Identification of local health service gaps.
 - Identification of evidence-based approaches to manage, reduce or prevent health issues.
- Provide reports and analysis of findings to a range of internal and external stakeholders on a regular and as required basis in the form of:
 - written reports
 - presentations
 - data visualisations
- Develop and implement methods and systems for acquiring, compiling, synthesizing, extracting and reporting information.
- Monitor local, state and national reports and policy changes to inform the CSAPHN Needs Assessment and internal activity and outcome design, as directed.
- Maintain and support the development of a research and national/local data library to complement and supplement the Needs Assessment and inform CSAPHN service planning and commissioning processes.
- Provide expertise as required in designing data extraction, collection methods and associated processes to support organisation requirements in capturing data including;
 - Health and service data
 - Stakeholder consultation
 - Commissioned service evaluation

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Other duties:

- Attend and present at meetings, seminars, forums when required.
- Collaborate with the Clinical Councils and Community Advisory Committees as required, providing input within the confines of this role.
- Support the organisation to embed reconciliation initiatives into business and our everyday work in line with our CSAPHN Reconciliation Action Plan.

Key Behaviours

The behaviours expected in this position include, but are not limited to, the following:

- Integrity - Committed to the consumer interest, including the appropriate and ethical use of resources; operates in a manner that is consistent with CSAPHN's code of conduct; inspires trust by treating all individuals fairly.
- Decisiveness - Makes rational and sound decisions based on a consideration of the facts and alternatives; evaluates rational and emotional elements of situations; effective in decision making, with a commitment to a definite course of action.
- Detail focus - Observes fine details; identifies gaps in information; looks for logical sequences of information; highlights practical considerations of plans and activities.
- Creativity and innovation - Draws on a range of information sources to identify new ideas and ways of doing; translates creative ideas into workplace improvements; reflects on experience and is open to new ways to improve practice.
- Teamwork - Cooperates and works well with others in pursuit of team goals; collaborates and shares information; shows consideration, concern, and respect for others; accommodates and works well with different working styles of others.

Selection Criteria**Essential Criteria:****Qualifications:**

- Tertiary qualification in epidemiology, public health or health informatics and/or equivalent experience in population health data analysis and reporting

Experience / Knowledge / Skills / Abilities:

- Strong analytical skills
- Experience in the analysis and interpretation of complex health datasets
- Experience in the communication of complex information to a variety of stakeholders
- Experience in the use of qualitative and quantitative research methods
- Strong organisational and project management skills
- Ability to independently solve problems and manage personal work priorities
- Confident presentation skills and ability to present complex information in a concise and meaningful manner
- Demonstrated excellent written and oral communication
- Demonstrated high level computer literacy

Personal Attributes:

- Demonstrates integrity and is committed to the appropriate and ethical use of data and analytics.
- Makes tough decisions, sometimes with incomplete information, able to make quick decisions

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where required.

- Demonstrates creativity and innovation, generating new ideas. Actively influences and promotes ideas that improve commissioning and investment of the PHN.
- Demonstrates teamwork in pursuit of PHN goals. Encourages resolution of conflict within the group.
- Knowledge of and commitment to the principles of multiculturalism, equal opportunity and occupational health and safety.

Desirable Criteria

- Knowledge of Primary Health System in rural and remote settings

Other Conditions

- Probationary period: 6 months or as specified on Employment Agreement.
- Performance review periodically as required.
- Some out of hours work on evenings and weekends may be required (e.g. attendance at community forums or meetings) for which flexible working hours may be negotiated with manager.
- Inter or intra state travel including overnight travel may be required.
- The position is dependent on ongoing government funding.
- Required to observe all aims, policies and procedures of the CSAPHN including maintaining appropriate confidentiality.
- Have access to confidential data and information, and to preserve the confidentiality of these in accordance with relevant policies and procedures.
- Display an attitude and behave in a manner that is in keeping with the CSAPHN core values and guiding principles.
- Identify and develop enhancements and add value to the existing processes through the development of continuous improvement opportunities.
- Provide a “no wrong door” service approach to enquires which is courteous, friendly, supportive and professional to achieve a prompt response.
- Maintain an awareness of Indigenous health issues and an ability to work in a culturally sensitive manner with an ability to support team members working in a cross cultural environment.
- While at work, a worker must take reasonable care of his or her own health and safety and take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply so far as the worker is reasonably able, with any reasonable instruction by management and comply with CSAPHN policies and procedures including those relating to health and safety.

Appointment Pre-requisites

On initial appointment, employment is dependent on:

- a satisfactory National Police Check
- verification of current SA drivers licence
- evidence of access to a comprehensively insured motor vehicle
- certification of qualifications/professional membership

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Acceptance of Position

I hereby accept the position as outlined in the above points and agree to abide by the CSAPHN values, policies and procedures.

I understand this Position Description is designed to provide a guide to the responsibilities and activities to be undertaken in this position. This is not intended to be an exhaustive list and is not exclusive of additional responsibilities as elements may vary from time to time.

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Name

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Signature

.....
Date

| Document Management | | | |
|----------------------------|---------------------|-------|----------|
| Executive Manager: | Colin Standing | Date: | 4/1/2024 |
| HR Review: | HR Business Partner | Date: | 4/1/2024 |
| Executive Approver: | Suzanne Delaney | Date: | 4/1/2024 |

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