

Position Description

Position title	Data Analytics Program Officer
Status	Fixed Term, Full Time
Location	Eight Mile Plains
ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN	
<p>Brisbane South PHN is one of 31 regional Primary Health Networks (PHNs) established nationally by the Australian Government to help deliver an efficient and effective primary health care system for the people of Australia.</p> <p>We work with health professionals and communities to understand our region’s health and wellbeing needs, and commission services that respond to those needs. By investing in person-centred, place-based models of care, we deliver results for the people and communities in our region and support broader health system reform.</p> <p>As a local agent of system change for the people in our region, we’re committed to:</p> <ul style="list-style-type: none"> • deeply understanding the health needs and service gaps in our region • commissioning safe, equitable health services in response to people’s needs • improving health literacy and access to health services in our communities • supporting health professionals and workers in the primary health system • partnering to deliver better health outcomes and experiences of care for people in our region. <p>Our vision is ‘healthy thriving communities’.</p> <p>Our values are Respect, Courage, Integrity, Equity, Collaboration, and Excellence shaping the way we work with our stakeholders and with each other.</p> <p>Our purpose is partnering with care providers and communities to strengthen health and wellbeing, especially for those with the greatest need.</p>	
POSITION OBJECTIVE	
<p>The objective of this position is to:</p> <ol style="list-style-type: none"> 1. Support the Commissioning, Insights & Performance Team in the areas of data analysis for planning, monitoring, and evaluation activities including ad hoc data requests, data analysis, visualisations, reporting and other areas as required. 2. Ensure activities focus on the achievement of the CIP team’s goals and contribute to the realisation of the Brisbane South PHN strategic goals and vision. 	
REPORTING RELATIONSHIPS	
Reporting to	This position reports to Manager – Commissioning, Insights and Performance
Direct reports	Nil
Indirect reports (Team size)	Team size of 8
KEY RELATIONSHIPS	
External	Opportunities to involve in discussions with Hospital and Health Services, Primary Health Networks and other relevant partner organisations.
Internal	All Brisbane South PHN teams
Delegation Authority	As assigned by the Brisbane South PHN Delegation of Authority Policy

Position Description

KEY RESPONSIBILITIES

The Data Analytics Program Officer plays a role in supporting evidence-based decision-making across the PHN. This position is responsible for working alongside and supporting data analysts and subject matter experts to gather requirements for high quality, informative internal and external reports and dashboards that enhance health outcomes and service effectiveness.

- Support the scoping, design and creation of new reports
- Support the translation of complex datasets into actionable insights and visualisations using tools such as Power BI, Excel, and others
- Plan in conjunction with senior team members and organise workload accordingly to project goals or expected outcomes
- Develop knowledge of and understand Brisbane South PHN’s Data Governance framework and relevant processes and policies
- Contribute to the development of PHN capability in relation to analysis and use of population health, primary care and health system data
- Contribute to continuous improvement of the Commissioning, Insights and Performance team and to Brisbane South PHN
- Adherence to and completion of reporting processes with PHN stakeholders

General

- Perform other duties consistent with the position where required and/ or requested by management from time to time.
- Complete mandatory and other training as required.
- Adhere to all organisational policies and procedures, including all workplace health and safety measures.

KEY SELECTION CRITERIA

Essential

- Ability to understand and work with health data from different sources and how data is used to evaluate outcomes
- Exposure to the reporting and visualisation of health data and information
- Demonstrate a practical understanding of data analytics programs, such as PowerBI
- Understanding of data privacy and security considerations in handling sensitive data
- Willingness to continuously learn and adapt to emerging data technologies and trends
- Exposure to Microsoft Office suite
- High attention to detail and strong problem-solving skills
- Strong written and verbal communication skills, with the ability to convey technical information to non-technical audiences
- Strong interpersonal skills and ability to establish and maintain productive professional relationships
- National Police Check

Desirable

- Experience working within a Primary Health Network
- Familiarity with Australian healthcare datasets (e.g. ABS, AIHW)
- An awareness of trends and developments in primary health care

Core Capabilities

The Brisbane South PHN Capability Framework defines the core capabilities including knowledge, skills and behaviours required for all employees to perform their role and ultimately for Brisbane South PHN to deliver on its strategic objectives.

This position is classified as Band Level 1 – Leading Self

Manager’s Signature		Date
Manager’s Name		
Employee’s Signature		Date
Employee’s Name		