

## Position Description

<b>Position title</b>	Senior Health Analyst
<b>Status</b>	Full time, Fixed Term
<b>Location</b>	Eight Mile Plains
<b>ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN</b>	
<p>Brisbane South PHN puts people at the heart of health care. We specialise in person-centred, place-based health system reform that delivers meaningful change and sustainable results. We are partnering to build a health and wellbeing system in which every person in the Brisbane south region, especially those with the greatest need, is supported to live well and experiences care that is connected, high quality and easy to access -- our vision is 'the best possible health and wellbeing for every person in the Brisbane south region'.</p> <p>In addition, our values - Courage, Integrity, Purpose, Respect, Synergy - shape the way we work with our stakeholders and with each other.</p> <p>Our purpose in partnering to build a health and wellbeing system in which every person in the Brisbane south region, especially those with the greatest need, is supported to live well and experiences care that is connected, high quality and easy to access.</p> <p><b>Brisbane South PHN supports the primary health sector in a number of ways.</b></p> <ul style="list-style-type: none"> <li>• Through careful analysis, consultation and planning, we help to identify and address health needs and service gaps.</li> <li>• We share knowledge and information with and throughout our network.</li> <li>• We work directly with general practitioners, allied health professionals and health care organisations.</li> <li>• Our services include sharing of information, digital solutions and workforce education and training, so health service providers can be better placed to deliver care to patients, keeping them healthy and out of hospital.</li> <li>• Through our partners and contracted providers we commission the delivery of services for our region's most vulnerable people, including those in need of mental health, drug and alcohol and other support services.</li> </ul>	
<b>POSITION OBJECTIVE</b>	
<p>The objectives of this position are to:</p> <ol style="list-style-type: none"> <li>1. Apply deep understanding of health data (with a focus on mental health, suicide prevention, and alcohol and other drugs) to advise external and internal stakeholders to generate meaningful insights for commissioning activities.</li> <li>2. Contribute to comprehensive health service planning and monitoring, including the conduct of local needs assessments; compilation and submission of reports to funders; and provision of support and advice to service delivery teams in relation to performance metrics, analysis and reporting.</li> <li>3. Transform Brisbane South PHN's numerous data assets into meaningful information and knowledge for whole of organisation planning, decision making and operational functions.</li> </ol>	
<b>Accountability</b>	This position reports to the Director – Commissioning, Insights and Performance
<b>Direct reports</b>	Nil
<b>Budget</b>	Nil
<b>Delegated Authority</b>	As per approved Brisbane South PHN delegations

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## KEY RESPONSIBILITIES

Work independently and collaboratively to:

- Apply expert knowledge in the collection, validation, storage and analysis of data for planning, monitoring, evaluation and continuous quality improvement.
- Develop and advise internal stakeholders on appropriate metrics for the purposes of planning, reporting, program evaluation and monitoring of mental health, suicide prevention, and alcohol and other drugs health trends and service utilisation, and to effectively communicate these findings to a variety of audiences.
- Provide strategic and operational advice and support to internal teams to determine their information needs, primarily in the areas of data and information analysis and measurement.
- Develop high quality data visualisations for the purposes of population health surveillance and performance reporting, and work with program teams to use and interpret these analyses.
- Enhance the generation and dissemination of programmatic insights within the organisation and back to service providers and key stakeholders.
- Coordinate project working groups that aim to enhance regional intelligence for mental health, suicide prevention, and alcohol and other drugs needs.
- Develop and maintain effective relationships with internal and external stakeholders including other PHNs, service providers, and non-government organisations, with a particular focus on data maturity and quality use of supporting systems.
- Develop and maintain appropriate processes, documentation and tools to optimise the use of available data and information to inform strategy, planning and service design.
- Chair 1 (one) or more of the Data Governance Groups.
- Any activities that might reasonably be expected in this position.

## CAPABILITIES AND COMPETENCIES

Brisbane South PHN has a Capability and Competency Framework aligned to the Strategic Framework, Vision, Purpose and Values. The expected capabilities, competencies and success behaviours for this position are described in the Framework in the role group: **Team Leader, Senior Officer, Coordinator.**

## SKILLS, EXPERIENCE AND QUALIFICATIONS

- Highly developed technical skills in the acquisition, analysis, interpretation and presentation of data and information relating to health services need, supply and utilisation.
- Highly competent computer skills including Microsoft Excel, data analysis programs and business intelligence tools (ideally PowerBI), with the willingness to develop competence in new technologies and software packages.
- Experience in coordinating population health and health services planning and reporting activities.
- Ability to analyse and interpret complex and large amounts of qualitative and quantitative information, identify and communicate key understandings and implications.
- Demonstrated understanding of national and statewide directions in health services reform, policy, planning, funding and delivery. Mental health, suicide prevention, and alcohol and other drugs sector experience highly regarded.
- Highly developed interpersonal skills, excellent written and verbal communication skills including the ability to convey technical concepts to a non-technical audience.
- Demonstrated experience working collaboratively with management and staff within and across teams to achieve organisational outcomes, and an ability to be flexible and adapt to changing work priorities.
- Sound organisational skills with proven ability to work independently as well as a member of the team and deliver outcomes on time.
- Tertiary qualification and/or relevant work experience in public or population health, statistics or data science.
- Positive National Police Check.
- Highly desirable: experience in one or more of the following – writing code for business intelligence tools, statistical methods for quality improvement, evaluation design.

To comply with the *Workers in a healthcare setting (COVID-19 Vaccination Requirements) Direction, Public Health Act (2005) Qld*, it is a mandatory requirement that all Brisbane South PHN employees have had the prescribed number of COVID-19 vaccination doses before they can commence employment.

# Position Description

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<b>Manager's Signature</b>		<b>Date</b>
<b>Manager's Name</b>		
<b>Employee's Signature</b>		<b>Date</b>
<b>Employee's Name</b>		