Position description

Position	Analyst - Data and Commissioning		
Purpose	Facilitate commissioning activities across the PHN including planning, evaluation, data analysis and reporting.		
Salary Band	Salary Band 4		
Approval date	20 January 2025	**Approved by**	Sharon Sweeney

Brisbane North PHN

Our vision is a community where good health is available for everyone.

Brisbane North PHN supports clinicians and communities in Brisbane's northern suburbs, Moreton Bay Regional Council, parts of Somerset Regional Council and Norfolk Island. It covers approximately 4,100 km^2 of urban, regional and rural areas, with a population of over one million.

We are one of 31 Primary Health Networks across Australia.

We work with local communities, consumers, carers, health professionals, hospitals and community providers to understand our community and their needs. We then engage stakeholders to design and commission programs and services to meet those needs.

Our PHN's goals:

- Be informed and led by community
- Facilitate care closer to home
- Address health gaps and inequities
- Transform and connect primary healthcare
- Drive organisational excellence.

The PHN's values:
- Collaboration: We build strong and enduring relationships to achieve our shared goals
- Diversity: We are inclusive, fair and responsive to different needs
- Integrity: We are transparent, respectful and work to the highest standards
- Courage: We lead new approaches, learn and improve
- Impact: We deliver outcomes for our community.

Key outcome areas

To ensure the organisation works effectively to achieve its annual business plan, each team member has responsibility for a range of activities and outcomes. These activities and outcomes are reviewed once a year formally and on an ongoing basis informally with team members and managers.

Role-specific

Reporting

- Coordinate and facilitate production of PHN reporting requirements, including to the Board of Directors, relevant funders and other stakeholders as required, with conceptual and detailed analytical evaluations on a range of strategic and operational projects
- Effectively design charts, graphs, dashboards, and reports to present data insights clearly and effectively.
- Contribute to the development and implementation of quality improvement activities to ensure that effective and efficient systems are in place to support PHN reporting and evaluation activities

Planning

- Maintain data quality by ensuring that staff training is delivered in the use of the Comprehensive Activity Planning system for the completion of all internal and external reporting/deliverable requirements
- Develop and maintain PowerBI dashboard reports and provide staff with ongoing support, including presenting at relevant meetings as required

Health Needs Assessment

- Deliver comprehensive insights and commentary for the PHN Health Needs Assessment by analysing PHN data assets, and directing the synthesis of population-level, publicly available datasets.
- Support organisational requests for population health analyses using internal and publicly available datasets

Commissioning

- Coordinate the submission of PHN deliverables to the Department of Health and Aged Care, including health needs assessments, annual activity work plans and annual performance reporting
- Support implementation of the commissioning framework including tendering and contract management processes, and the PHN internal performance framework
- Drive improvements in our monitoring and reporting processes
- Work effectively and collaboratively with teams across the organisation

General

- Ensure data handling complies with privacy laws and organisational policies.
- Regularly attend team and staff meetings
- Contribute to the pursuit of excellence through promoting and maintaining positive team spirit and organisational values, abiding by the organisation's Code of Conduct and Leadership Capability Framework, implementing all policies and procedures correctly and recommending quality improvements
- Communicate effectively and respectfully with all members of the organisation and external stakeholders
- Record all interactions in program and project databases on time, ensuring that information is relevant, accurate, up-to-date and accessible by other team members
- Comply with reporting requirements as directed by your manager
- Deal with sensitive information in a confidential and professional manner
- Complete other reasonable duties and projects as required to meet organisational objectives

Reporting relationships

Relationships

Reports to: Team Leader - Commissioning

Direct reports: None

Level of delegation

(Per Delegation Matrix – CEO to staff)

Level 4 – All other staff

Key selection criteria

Within the context of the key outcome areas described above, the ideal applicant will demonstrate the following:

Qualifications and experience

- Graduate qualification in health, science or data discipline (or equivalent professional experience)
- Knowledge of the public health sector and population level data, or the ability to build knowledge in this space quickly
- Minimum of 3-5 years' experience in data preparation, manipulation, analysis, reporting and interpretation
- Advanced skills and knowledge of data visualisation and report design (preferably on PowerBI)
- Knowledge and experience using the Power Platform including dataverse, Power Automate, and Power Apps desirable
- Project management experience including driving/meeting deadlines for reports and balancing competing priorities effectively
- Insights delivery with a strong attention to detail and in a manner that is appropriate to the audience
- Strong communication and interpersonal skills / clearly communicating findings to stakeholders with varying levels of technical expertise
- Flexibility and the ability to work effectively in changing environments, acquiring skills as required and through self-directed learning

Capabilities

The Brisbane North PHN Leadership Capability Framework applies to all roles within the organisation. Applicants must address these capabilities.

- leads self – self-aware, proactive and adaptable; takes personal development opportunities and is resilient
- engages others at all levels with respect, collaboration and cultural sensitivity
- achieves outcomes in a high demand work environment with judgment and initiative
- drives innovation - contributes to our culture of continuous quality improvement
- shapes systems - works productively within internal and external systems and networks
- bases decisions on available evidence.

Other

A current driver's licence is desirable and use of a personal vehicle may be required, including travel between workplaces. Work-related mileage will be reimbursed at relevant rates.

You may be required to work flexible hours. The role may include evening/weekend commitments for which time off in lieu is provided.

(Please note: This position description is subject to adjustment within reason and in consultation with your manager to meet the deliverables of the organisation.