

POSITION DESCRIPTION

Position Title:	Lead Automation Engineer
Business Unit/Department:	Performance Reporting & Analytics
Division:	Health Information and Performance
Award/Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest EA
Classification:	HS4
Reports To:	Manager, Performance Reporting & Analytics
Date Prepared/Updated:	19 June 2026

Position Purpose

The Lead Automation Engineer is responsible for designing and delivering intelligent automation, data analytics and artificial intelligence solutions to support strategic decision-making across the health service.

This position will be responsible for the development of frameworks, standards, and governance for automation programs, enabling consistent, high-quality delivery across the organisation.

The role provides specialist expertise in data science, large language models (LLMs), agentic AI systems, machine learning, analytics and software engineering to design, build and deploy scalable digital health solutions.

It will play lead role in advancing the organisation's digital and data strategy by integrating automation, artificial intelligence and business intelligence into healthcare workflows.

This role combines hands-on solution design, automation architecture responsibilities, mentoring, and evaluation of new tools and AI/ML capabilities to drive scalable and innovative automation initiatives.

Business Unit Overview

The Performance Reporting & Analytics team is one of the Departments that comprise the Health Information and Performance Division. With the other four Departments, Business Intelligence, Clinical Coding Services, Data Governance & Compliance and Medical Records Information Services, the Division has over 100 FTE and an operating budget of \$15M.

The Division has stewardship of information related to patient care across WH and plays a vital role in managing this information to maximise its operational and business value to the Health Service. Improving information systems at WH and provision of relevant, accurate and timely performance analysis are seen as key enablers to achieving many of the strategic priorities of the Health Service. Our business intelligence solution, the MaP system, is considered a significant tool in maximising the business value of information to improve operational performance and governance.

Our Vision

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The main functions of the Performance Reporting & Analytics include:

- Development and production of performance reports that link activity, resources and outcomes for all stakeholders while ensuring the reports are relevant, specific and tailored to requirements.
- The ongoing development of the tools, systems and processes necessary to ensure WH has the information required to measure outcomes against required levels of performance in all of its patient activities.
- Proactive analysis of organisation wide performance data and liaison with WH Executive, Clinical Service and Divisional Directors to ensure that WH optimises patient access to services and achievement of organisational performance goals.
- Stewardship of statutory data ensuring that WH complies with all relevant Department of Health (DH) policies and business rules.
- Facilitating external reporting requirements including preparation, validation and submission of data within agreed time frames.
- Provision of patient cost information ensuring that the associated systems and processes meet the management information requirements within WH as well as the current and future funding objectives of the DHHS.

Key Responsibilities

Intelligent Automation Development

- Design, develop and implement scalable, secure and maintainable end-to-end automation solutions using platforms such as Microsoft Power Automate and Power Apps.
- Develop UI automation workflows to streamline repetitive clinical, administrative and reporting processes.
- Integrate automation solutions with clinical systems, enterprise applications and databases.
- Extend automation capabilities using scripting and programming languages such as Python, R, C# or .NET.

AI and Machine Learning Development

- Design, develop and deploy machine learning and artificial intelligence models to support clinical, operational and financial decision-making.
- Apply statistical modelling and machine learning techniques to identify patterns, trends and predictive insights from healthcare datasets.
- Develop proactive alerts and predictive analytics to identify emerging operational or clinical risks and opportunities.
- Support research initiatives and innovation projects that utilise advanced analytics and artificial intelligence.

Stakeholder Engagement

- Work collaboratively with clinical leaders, operational managers and executive stakeholders to identify opportunities for automation and advanced analytics.
- Gather business requirements and translate them into technical solutions and analytical models.
- Present analytical findings and automation outcomes to both technical and non-technical audiences.

Strategic and Innovation Contributions

- Work with clinical leaders, operational managers and executive stakeholders to identify and prioritise opportunities for automation and advanced analytics.
- Identify opportunities to improve clinical workflows, administrative efficiency and patient outcomes through automation and analytics.
- Develop proof-of-concept solutions demonstrating emerging technologies such as generative AI, predictive analytics and intelligent automation.

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- Build strong relationships across the organisation to support adoption and effective use of automation solutions

Key Working Relationships

Internal

- Executive and Divisional Directors
- Clinical and Operational Managers
- Health Information and Performance teams
- Business Intelligence and Data Governance teams
- Digital Technology Services
- Electronic Medical Record teams

External

- Department of Health
- Health service partners and research organisations

Selection Criteria

Essential

Qualifications

- Tertiary qualification in **Computer Science, Data Science, Statistics, Health Informatics or a related discipline.**

Technical

- Strong programming skills in **Python, R, C# or .NET.**
- Demonstrated experience developing and deploying automation solutions using Microsoft Power Platform (Power Automate, Power Apps) or similar RPA technologies.
- Experience developing **machine learning models and predictive analytics solutions.**
- Strong SQL and data manipulation skills.
- Experience with **Power BI or similar business intelligence platforms.**
- Experience integrating APIs and working with enterprise data systems.

Professional

- Strong analytical and problem-solving skills.
- Ability to translate complex technical concepts into meaningful insights for non-technical audiences.
- Strong communication and stakeholder engagement capabilities.
- Ability to manage multiple concurrent projects and meet deadlines.

Governance and Risk

- Understanding of data governance, privacy, security and compliance requirements in healthcare environments.
- Ability to design and implement solutions that meet organisational and regulatory requirements.
- Awareness of risks associated with AI and automation solutions, including clinical safety considerations.

Desirable

- Experience working within a **healthcare or hospital environment.**
- Experience working in or with healthcare systems, clinical workflows or Electronic Medical Records (EMR)
- Knowledge of **healthcare performance reporting frameworks and Department of Health data requirements.**
- Experience implementing enterprise automation or AI governance frameworks.

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Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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