

## POSITION DESCRIPTION

<b>Position Title:</b>	Data Assurance Analyst
<b>Business Unit/Department:</b>	Performance Unit
<b>Division:</b>	Health Information and Performance
<b>Award/Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest EA 2021-2025
<b>Classification:</b>	HS4
<b>FTE:</b>	1.0 FTE
<b>Duration:</b>	Ongoing
<b>Reports To:</b>	Manager, Performance Unit
<b>Date Prepared/Updated:</b>	12 June 2025

<b>Position Purpose</b>
<p>Working within the Data Assurance Team and reporting to the Performance Unit Manager, this role will primarily be responsible for assisting in the management of the Department of Health (DH) mandatory datasets by providing analytic support in the form of reports and dashboards.</p> <p>With the assistance of the Data Assurance Lead, this role will also manage and support the Data Assurance Program within the Health Information and Performance Division. This includes conducting regular audits of the Department of Health (DH) datasets and coordinating the actions arising from internal and external reviews.</p> <p>Data assurance is one of the main aspects of this role, ensuring accurate internal and external reporting is achieved to support the key stakeholders in decision making, health service planning and funding to improve patient care.</p>
<b>Business Unit Overview</b>
<p>The Performance Unit is one of four Departments that comprise the Health Information and Performance Division. With the other three Departments, Clinical Coding Services, Corporate Records and Medical Record, the Division has over 100 FTE and an operating budget of \$15M.</p> <p>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.</p>

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<p>The main functions of the Performance Unit include:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Stewardship of statutory data ensuring that WH complies with all relevant Department of Health policies and business rules.</li> <li>• Facilitating external reporting requirements including preparation, validation and submission of data within agreed time frames.</li> <li>• 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 DH.</li> </ul>
<p><b>Key Responsibilities</b></p>
<ul style="list-style-type: none"> <li>• Support the Data Assurance Lead with the WH Data Assurance Program ensuring Dataset Framework reviews and internal data audit processes are conducted as per agreed work plan, which includes managing and conducting regular internal data audits.</li> <li>• Develop a suite of reports and dashboards that Support the Data Assurance program in reconciliation, auditing and error correction.</li> <li>• Support Data Assurance lead by acting in higher position when necessary e.g. covering emails, attending meetings, investigating issues and escalating where needed.</li> <li>• Assist in Monitoring and reporting on WH progress against audit recommendations conducted on behalf of DH or by WH internal consulting auditors. This includes communication of audit recommendations and feedback to management in the responsible areas in an appropriate manner to optimise data quality compliance.</li> <li>• Assist the mandatory reporting processes to ensure deadlines are met and data is of a high standard, including data extraction, validation, submission and error management for all allocated datasets</li> <li>• Assist in Developing and maintaining required processes and initiatives to ensure data errors are prevented from occurring and are kept at a minimal level</li> <li>• Develop and maintain a sustainable reconciliation process for responsible datasets, ensuring accuracy and consistency of data between Western Health and the DH</li> <li>• Thoroughly test and investigate any issues that may arise relating to the system extracts as required</li> <li>• Provide guidance to relevant business areas and staff on the reporting requirements, business rules and data quality issues</li> <li>• Undertake or lead as directed, investigations to identify root causes of data quality issues. This includes liaising with internal and external stakeholders to address and improve data quality</li> <li>• Maintain an in depth understanding of the DH Policy and Funding Guidelines and Performance Framework and DH mandatory dataset business rules</li> <li>• Support, guide and mentor trainee staff as required.</li> <li>• Undertake other project work as directed by the Manager, Performance Unit</li> <li>• Ad hoc duties as required by Lead and Performance Unit Manager</li> </ul> <p>In addition to the key responsibilities specific to your role, you are required to deliver on the <a href="#">Key Organisational Accountabilities</a> which are aligned with the Western Health strategic aims.</p>
<p><b>Key Working Relationships</b></p>
<p><b>Internal:</b></p>

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- Director, Health Information and Performance
- Manager, Performance Unit
- Divisional and Clinical Service Directors
- Data Assurance Lead
- Data Assurance team
- Business Intelligence Development Team
- Clinical Coding Services
- Electronic Medical Record
- Health Information Services
- Administration staff
- Clinical staff
- Digital Technology Services

**External:**

- Department of Health
- Health Shared Services

### Selection Criteria

**Essential**

- Relevant tertiary qualification in Data Analytics or Health Information Management.
- Experience in and understanding of Business Intelligence software, such as Microsoft SQL and PowerBI
- Understanding of the DH mandatory statutory reporting requirements and the Victorian Policy and Funding Guidelines.
- Developed skills in the extraction, analysis and reporting of data, with a high level of attention to detail.
- Excellent computer skills including well developed knowledge of MS Office products **in particular Microsoft Excel**.
- Possess the ability to manage competing demands with a structured approach to problem resolution.
- Strong interpersonal and communication skills, with a consultative approach and a proven ability to build productive working relationships with a range of stakeholders and work as part of a team.

**Desirable**

- Experience working within a hospital or healthcare environment.
- Previous responsibility for the submission or management of DH statutory datasets and it's reconciliaiton processes.

### 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

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- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, 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
- 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
- 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:	<a href="#">Click here to enter the Employee's name.</a>		
Employee's Signature:		Date:	<a href="#">Click here to enter a date.</a>

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