

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Data Analyst</b>
<b>Business Unit/Department:</b>	Western Public Health Unit (WPHU)
<b>Division:</b>	Western Public Health Unit
<b>Award/Agreement:</b>	Victorian Public Sector Health and Allied Services Managers and Administrative Workers Enterprise Agreement 2021-2025
<b>Grade</b>	5
<b>Reports To:</b>	Deputy Director, WPHU
<b>Direct Reports:</b>	Nil
<b>Date Prepared/Updated:</b>	10 January 2025

### Position Purpose

As a member of the Western Public Health Unit (WPHU), the Data Analyst plays a vital role in the development, maintenance and management of WPHU processes, reports, and datasets and provides analytic support as directed. The Data Analyst role sits in the Data, Epidemiology and Surveillance (DES) team.

Key responsibilities of the data analyst are:

- Assist in the management of WPHU datasets and provide analytic support
- Design, develop, and maintain analytic reports to demonstrate WPHU activity and epidemiological situational awareness.
- Design, develop and implement processes and systems to increase automation and reduce administrative burden.
- Develop and oversee the implementation of standardised data governance within the DES team.
- Assist the Epidemiologists in data analysis pertaining to communicable and non-communicable diseases relevant to WPHU.
- Extract data and produce reports and visualisations to support the activities of WPHU

The Data Analyst is responsible for the maintenance of their own clinical/public health knowledge, further education and working within the confines of their specific scope of practice at all times, in accordance with the boundaries set by their experience and skill.

### Business Unit Overview

The Western Public Health Unit (WPHU) has been established to strengthen the public health response to communicable diseases and other health issues. The unit is part of a system of three metropolitan public health units - Western, North Eastern (NEPHU), South Eastern (SEPHU) - and six regional units to provide a state-wide system of public health delivery and oversight.

WPHU is led and coordinated by Western Health and responsible for approximately 1.4M people in the LGAs of Maribyrnong, Moonee Valley, Hobson's Bay, Merri-bek, Melbourne, Brimbank, Melton and

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<p>Wyndham. Local public health units have responsibility for management of almost all notifiable conditions under the Public Health and Wellbeing Act (2008) alongside the Department of Health (DH), and non-communicable disease and health promotion activities in their assigned catchments, as part of the state's overall public health response.</p> <p>The WPHU team works very closely with a range of key stakeholder groups, in particular DH, local government, local community health networks and primary health providers.</p> <p>WPHU promotes a healthy workplace culture, with our culture statement being "We are a diverse and welcoming team passionate about public health. We value open and honest communication. We work together to create a flexible environment of mutual respect, inclusivity and connection."</p>
<p><b>Key Responsibilities</b></p>
<p>The Data Analyst in WPHU will undertake the following:</p> <ul style="list-style-type: none"> <li>• Provide technical data systems support to WPHU.</li> <li>• Design, develop, maintain, and operate systems for automation of current WPHU processes</li> <li>• Provide data and systems analytic leadership to assist with the development, procurement, and implementation of new systems and software to reduce administrative burden.</li> <li>• Develop, maintain, implement and iteratively improve automated reports using Microsoft Power BI and R to meet internal and external WPHU reporting needs.</li> <li>• Develop and oversee the implementation of standardised data governance within the DES team.</li> <li>• Assist the Epidemiologists with analyses and their interpretation including preparing appropriate visualisations</li> <li>• Provide education and training to WPHU staff on systems and processes to ensure effective, efficient and accurate data capture.</li> <li>• With the supervision of the Deputy Director, ensure data collection, analysis and reporting meets the needs of the WPHU.</li> <li>• Liaise with internal stakeholders, DH and other stakeholders to capture and extract data and generate reports as required.</li> <li>• Undertake or lead as directed, investigations to identify root causes of data quality issues detected through the internal audit or quality assurance processes.</li> <li>• Regularly and critically review the efficiency and effectiveness of data systems.</li> <li>• Assist with the development of policy and procedures for all data systems end users.</li> <li>• Complete special projects as required.</li> <li>• Actively participate in WPHU meetings</li> <li>• Perform other duties pertaining to data analysis and reporting as the remit of WPHU evolves</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> <ul style="list-style-type: none"> <li>• Deputy Director</li> <li>• Epidemiologists and Epidemiology support Officer</li> <li>• Medical Team</li> <li>• Team Leaders</li> <li>• Public Health Officers</li> <li>• Operations Managers</li> <li>• Population Health Promotion Manager</li> <li>• Director of WPHU</li> <li>• Divisional Director</li> <li>• WH Health Information and Performance Unit</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Department of Health</li> </ul>

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- Local Public Health Unit Network

## Selection Criteria

### Essential Knowledge and Skills

- Relevant tertiary qualification in data science, analytics or similar or proven success in a similar role
- Advanced proficiency with R, SQL, Power-BI and Microsoft Excel (including use of Power Query)
- A proven ability to design, develop, and implement reports and analyses for end-users to meet their specific data needs
- An understanding of data governance and its use and importance in the analytic needs of the unit.
- Proficiency in the extraction, analysis and reporting of data, with a high level of attention to detail.
- Quantitative analysis skills and knowledge with the ability to collect, organise, analyse and disseminate data.
- 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.
- Demonstrated analytical, critical thinking and creative problem solving skills.
- Ability to use discretion, maintain confidentiality, and practice ethical conduct
- Able to work independently and as a part of a team
- Adaptable to fast-paced environments and tight deadlines

### Desirable

- Knowledge of health related data collections.
- Previous experience working in public health, epidemiology or a related field, including responsibility for the submission and reconciliation of mandatory datasets.
- Knowledge of health issues affecting populations in WPHU's catchment.

## 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
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

## General Information

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- Redeployment to other services and 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: [Click here to enter the Employee's name.](#)

Employee's Signature: \_\_\_\_\_ Date:

[Click here to enter a date.](#)

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