

## POSITION DESCRIPTION

<b>Position Title:</b>	Business Intelligence Developer
<b>Business Unit/Department:</b>	Business Intelligence
<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, Business Intelligence
<b>Date Prepared/Updated:</b>	4 August 2025

Position Purpose
<p>Reporting to the Business Intelligence Manager, the Business Intelligence Developer will extract, analyse, and transform clinical and operational data to support data-driven decision-making across the organisation.</p> <p>In this role, you will work closely with both clinical and business stakeholders to deliver accurate, meaningful, and actionable datasets and reports. You will confidently navigate complex data environments and contribute to the organisation's efforts to enhance data quality, accessibility, and insight.</p> <p>Key responsibilities include designing and implementing efficient stored procedures, views, and functions that support clinical reporting and analytics. You will also be responsible for producing clear, comprehensive documentation outlining data processes, query logic, and data lineage to support reusability, consistency, and data governance.</p> <p>This role requires excellent interpersonal skills and the ability to build strong working relationships with a wide range of stakeholders, including Executive Management, Clinical and Non-Clinical Directors. You must be able to understand and support their business, operational, and information needs through effective data solutions.</p>
Business Unit Overview
<p>The Health Information and Performance Division sits within the Strategy, Partnerships and Corporate Governance Directorate. The Division has close ties to the Digital Health and Digital Technology Services Divisions and is primarily responsible for the management, governance and utilisation of the organisations</p>

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<p>data and information assets. It ensures that information, analysis and insights required to support the organisation in its provision of best care to patients is delivered efficiently and effectively using contemporary tools and processes, and that the operational processes required for proficient corporate and medical records management, clinical coding, data governance and activity-based funding are optimised. In addition, the Division is responsible for ensuring that health service data reported to the Department of Health complies with all applicable requirements and business rules.</p> <p>The Division has 104 FTE and an operating budget of \$15M. It has staff located at Footscray, Sunshine, Williamstown and Bacchus Marsh Hospitals, Melton Health and Community Services and the Mid-West Area Mental Health Service. The departments within the Division that are independently managed are;</p> <ul style="list-style-type: none"> <li>• Business Intelligence</li> <li>• Clinical Coding Services</li> <li>• Data Governance and Compliance</li> <li>• Mental Health - Health Information Services</li> <li>• Performance Reporting and Analytics</li> <li>• Record Services</li> </ul>
<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Develop, optimise, and maintain complex T-SQL queries to interrogate data stored within the operational databases.</li> <li>• Design and implement stored procedures, views, and functions to support clinical reporting and analytics needs.</li> <li>• Understand and interpret the complex data structures to accurately extract relevant information.</li> <li>• Collaborate with clinical, operational, and informatics teams to clarify data requirements and translate them into SQL logic.</li> <li>• Conduct data validation and quality assurance processes to ensure consistency, accuracy, and completeness of outputs.</li> <li>• Profile data to uncover inconsistencies or errors and recommend appropriate corrective actions.</li> <li>• Prepare detailed documentation for data processes, query logic, and lineage to support reusability and governance.</li> <li>• Monitor and improve query performance by analysing execution plans and applying best practices in indexing and optimisation.</li> <li>• Adhere to data privacy, governance, and information security standards.</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> <ul style="list-style-type: none"> <li>• Director, Health Information and Performance</li> <li>• Executive, Divisional and Clinical Service Directors</li> <li>• Business Intelligence Team</li> <li>• Reporting and Analytics Team</li> <li>• Digital Health Team</li> <li>• Project Stakeholders</li> </ul>
<p><b>Selection Criteria</b></p> <p><b>Essential Requirements</b></p> <ul style="list-style-type: none"> <li>• Relevant tertiary qualification or background in database development, including experience in delivering Business Intelligence solutions.</li> <li>• A minimum of 2 years' experience working with Microsoft SQL Server.</li> <li>• Strong practical knowledge of Electronic Medical Records systems.</li> </ul>

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- Demonstrated excellent interpersonal and communication skills, with experience engaging a diverse range of stakeholders.
- Proven ability to manage multiple concurrent projects, ensuring timely delivery through a structured approach to problem-solving.
- Commitment to professional standards, exhibiting high accuracy, attention to detail, and effective time management.
- Maintains an up-to-date skill set supported by ongoing professional development.
- Willingness to provide flexibility for occasional out-of-hours work to meet project deadlines.

#### **Desirable Attributes**

- Experience within a hospital or healthcare environment.
- Familiarity with Oracle Health (formerly Cerner) Electronic Medical Records.
- Experience using Microsoft Power BI.
- Exposure to the Microsoft Power Platform.
- Relevant Microsoft Certification in Business Intelligence, or equivalent.

#### **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 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.
- 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
  - Work Health and Safety Regulations 2011 (and 2012)
  - Victorian Occupational Health and Safety Act 2004
  - Fair Work Act 2009 (as amended)
  - 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**

- The role is based at Williamstown Hospital but travel to other sites from time to time is required.
- The role is suitable for a hybrid arrangement with the option to work from home on designated days.
- 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.

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- 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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