

# CAPITAL HEALTH NETWORK

## POSITION DESCRIPTION

Position title	Data and Reporting Manager
Business unit	Projects and Planning
Classification	Level 6
Accountability	Senior Manager, Projects & Planning
<p><b>About Capital Health Network</b></p> <p>Capital Health Network's (CHN) purpose is to work in partnership to integrate health care, strengthen health equity and improve health outcomes. We address community needs by collaborating with consumers, members, funders, researchers and health and community partners to improve health outcomes. We are unique in our ability to support general practice and design services that fill gaps and deliver lasting improvements.</p> <p><b>Capital Health Network values and Competency Framework</b></p> <p><b>Respect:</b> We engage respectfully, listen and respond</p> <p><b>Inclusion:</b> We embrace diversity of thought and bring together a range of voices to inform our work</p> <p><b>Collaboration:</b> We build and invest in strong and enduring relationships, focused on shared goals.</p> <p><b>Accountability:</b> we act with integrity, are transparent, encourage feedback, and report back to our community</p> <p><b>Adaptability:</b> We are adaptive and flexible in the way we respond to community health needs. We empower our staff, service providers and partners to innovate and adapt to deliver outcomes.</p> <p>All employees are required to meet CHN's seven competencies at a level appropriate to their role. To articulate organisational expectations in relation to the values and the competencies expected of all employees a Competency Framework has been developed. The framework identifies and describes seven basic competencies that all employees need to have to function effectively in their role at CHN.</p>	
<b>Responsibilities</b>	
<b>Primary purpose of position</b>	This role leads a small data analysis team that supports CHN business units to produce consistent and accurate reports for the broader organisation to meet reporting requirements and create organisational insights through data analytics. This role requires an understanding of the principles of data analysis based on large and complex datasets and will be instrumental in regular reviews and improvement of data analysis and reporting activities.
<b>Duties</b>	<ol style="list-style-type: none"> <li>Lead the data analysis and reporting team, which includes: <ol style="list-style-type: none"> <li>People leadership and management activities</li> <li>Fostering a positive and engaging team culture aligning to CHN values</li> <li>Accountability for team deliverables and performance</li> <li>Delivery of business and strategic objectives</li> <li>Learning, development and capability building of the team</li> <li>Responsibility for team level budgets and planning</li> </ol> </li> <li>Lead and coordinate reporting processes including: <ol style="list-style-type: none"> <li>Collaborate with all CHN business units to understand reporting and data requirements</li> <li>Contribute to, and coordinate where required, data and insights to support other team reporting requirements</li> <li>Support commissioning, including of health needs assessments, data design, performance monitoring and evaluation by coordinating data collection and analysis, ensuring data integrity, and providing analytical insights to inform these reports</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>d. Oversee the production of complex and routine reports to support operational, strategic, and compliance requirements, ensuring accurate and meaningful insights for CHN business units, leadership and external stakeholders</li> <li>e. Develop internal KPIs to ensure the team delivers high-quality reports within agreed reporting timelines</li> <li>f. Oversee the provision of CHN's mandatory external reporting</li> <li>g. Ensure regular monitoring of the organisation's performance against KPIs</li> <li>h. Ensure reporting processes align with data governance standards, maintaining data quality, security, and compliance across all reporting activities</li> </ul> <p>3. Lead and coordinate data maturity initiatives to strengthen the organisation's ability to effectively use data for decision-making, insights and strategic growth.</p> <ul style="list-style-type: none"> <li>a. Lead organisational wide up-skill opportunities for data analysis to align with our data champion approach</li> <li>b. Provide expertise on data and reporting requirements to shape project scopes effectively</li> <li>c. Work closely with CHN teams to identify, assess and address data needs for new and ongoing projects</li> <li>d. Ensure the integration of data and reporting insights into organisational decision-making processes</li> <li>e. Promote and coordinate internal and external data-sharing opportunities</li> <li>f. Coordinate, contribute to, or produce data analytics by analysing and interpreting data to generate meaningful insights, reports, and visualisations that inform decision-making and support strategic initiatives</li> </ul> <p>4. Continuous quality and process improvement activities including:</p> <ul style="list-style-type: none"> <li>a. Establish a framework for the maintenance and regular review of standard operating procedure documentation to support ongoing adherence to governance requirements</li> <li>b. Identify and deliver improved data analytic and reporting processes</li> <li>c. Identify additional organisational opportunities to capitalise on existing or new data opportunities to improve organisational and community outcomes</li> <li>d. Provide expertise on data and reporting requirements to shape project scopes effectively</li> <li>e. Work closely with CHN teams to identify, assess and address data needs for new and ongoing projects</li> <li>f. Collaborate with CHN teams to assess data requirements for new and ongoing projects, supporting commissioning efforts to secure relevant data sources, tools, and methodologies</li> </ul> <p>5. Responsible for compliance activities including:</p> <ul style="list-style-type: none"> <li>a. Data governance and privacy</li> <li>b. Participation in internal and external audit programs</li> <li>c. Act as the designated Data Steward for relevant data sets to the project/program area as part of the Data Governance Framework</li> <li>d. Assess and maintain accuracy, relevance and compliance of organisational data sets</li> <li>e. Maintain a high standard of quality in all data-related deliverables to support CHN's objectives</li> <li>f. Responsible for CHN Quality Management System applicable to the operational area</li> <li>g. Coordinate with external stakeholders regarding data and reporting technology infrastructure e.g. Azure cloud base system and tools</li> </ul>
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	h. Other duties consistent with the classification as directed
<b>Competencies</b>	
<b>Role Competencies</b>	<b>Qualifications and experience:</b> <ol style="list-style-type: none"> <li>1. Minimum completion of Diploma qualifications in data analytics, evaluation or another relevant field, with at least 6 years' work-related experience including leadership and management; or equivalent combination of relevant experience, education and training in a similar field</li> </ol>
	<b>Technical/specialist skills:</b> <ol style="list-style-type: none"> <li>1. Advanced expertise in data analytics, reporting, and visualisation techniques.</li> <li>2. Strong understanding of data structures, relationships and complex datasets.</li> <li>3. Proficiency in data extraction, transformation and modelling across multiple data sources.</li> <li>4. Experience with cloud-based data environments (e.g., Azure, Amazon Web Services).</li> <li>5. Strong data governance and compliance knowledge, including legislative requirements.</li> <li>6. Strong understanding of data analysis and reporting tools, such as: <ol style="list-style-type: none"> <li>a. SQL, Python, or R for data manipulation and analysis.</li> <li>b. Power BI, Tableau or other visualisation tools.</li> <li>c. Microsoft Excel (advanced), including Power Query and PivotTables.</li> </ol> </li> </ol>
	<b>Interpersonal and leadership skills</b> <ol style="list-style-type: none"> <li>1. Proven leadership experience in managing data teams, including setting clear performance expectations</li> <li>2. Ability to engage with senior stakeholders and translate complex data into actionable insights</li> <li>3. Strong communication and relationship-building skills across technical and non-technical audiences</li> <li>4. Project management experience in implementing data-driven initiatives</li> </ol>
	<b>Experience and knowledge:</b> <ol style="list-style-type: none"> <li>1. Relevant leadership and management experience of a team including coaching and mentoring staff</li> <li>2. Proven track record in managing reporting processes, including compliance reporting</li> <li>3. Experience in developing complex reports from multiple data sources</li> <li>4. Experience in interpreting and integrating data insights into organisational decision-making</li> <li>5. An understanding of the storage of data in a cloud-based environment</li> <li>6. Experience in developing reporting and data requirements to meet the needs of varied team requirements</li> <li>7. Demonstrated ability to problem solve, think critically and improve technical and non-technical processes and systems</li> <li>8. Experience in managing projects</li> </ol>
<b>CHN Competencies</b>	<i>Strategic thinking:</i> We use our foresight and environmental awareness to add value.
	<i>Resourcefulness:</i> We generate evidence-based solutions.
	<i>Relationship Management:</i> We invest in strengthening internal and external relationships.
	<i>Data Literacy:</i> We navigate data systems and protect data assets.
	<i>Cultural competence:</i> We understand, appreciate, and cooperate with all cultures and beliefs.
	<i>Embracing ambiguity:</i> We rise to the challenge of uncertainty and the unknown.
	<i>Leading:</i> We each play a leadership role.