Position title	Data Analyst
Business unit	Performance and Planning
Classification	Level 4
Accountability	Manager Data and Reporting

About Capital Health Network

As the ACT's Primary Health Network (PHN), Capital Health Network (CHN) aims to integrate health care in the ACT region, promote health equity and improve health outcomes. We address community needs by collaborating with consumers, funding organisations, health professionals, community partners and other key stakeholders to improve health outcomes. We are unique in our ability to support general practice and more broadly, to design services that fill gaps and deliver lasting improvements to the value and quality of ACT health services.

Capital Health Network values and Competency Framework

Respect: We engage respectfully, listen and respond
Inclusion: We embrace diversity of thought and bring together a range of voices to inform our work
Collaboration: We build and invest in strong and enduring relationships, focused on shared goals.
Accountability: We act with integrity, are transparent, encourage feedback, and report back to our community
Adaptability: 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.
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.

Responsibilities	
Primary purpose of position	The Data Analyst is responsible for providing advice and undertaking activities that ensure the high-quality analysis and reporting of health data that will assist with planning, monitoring and/or evaluating new and/or existing health services in the region. This role will also work with CHN program staff, ACT Health and other stakeholders as required to facilitate data sharing, increased health intelligence and data-driven capability development in the ACT.
Duties	1. Undertake data analysis, interpretation as required to support CHN's business needs, including the development of the Health Needs Assessment, Activity Work Plans and associated reporting, and broader CHN reporting needs. 2. Identify, collate, interpret, analyse and prepare population-based and epidemiological data to inform the regional population needs assessment, local priority setting, population health planning, service improvement initiatives and program/service evaluation. 3. Support the Quality Improvement team with the data analysis and reporting of the general practice data collected on the Primary Health Insights Data Platform. 4. Support CHN programs with data analysis and reporting. 5. Prepare written reports, articles and oral presentations as required.

	6. Assist with the evaluation of commissioned services by analysing collected data to ensure commissioned services are addressing areas of need and quality improvements. 7. Other duties consistent with the classification level, as directed.
Competencies	
Role Competencies	**Qualifications:** 1. Minimum completion of certificate IV in health informatics, computer science or related discipline with at least 4 years work experience or and equivalent combination of extensive experience and training in data governance, analysis and/or reporting.
	Technical/specialist skills: 1. Experience in analysing and interpreting large, complex datasets, and identifying the strengths and limitations of the data to a range of stakeholders. 2. Demonstrated capability to identify and collect data from key stakeholders and credible sources 3. Proven ability to interrogate and interpret collected data sets to assist with identifying gaps in health service delivery and informing decisions to improve models of care. 4. Experience in statistical methods, data collection, extraction, specification, analysis, interpretation, presentation and reporting. 5. Demonstrated ability to develop infographics, geospatial mapping and use data visualisation software. 6. Substantial experience in the use of computer systems and software for the analysis and presentation of quantitative data. 7. Demonstrated ability to effectively process and integrate data from various sources within Azure cloud environment, ensuring data quality, consistency and reliability.
	Experience and knowledge: 1. Proven ability to communicate complex health information persuasively to decision-makers including CHN Executive and other staff, Board Directors and members of the Clinical and Community Advisory Councils, and General Practitioner Advisory Committee. 2. Demonstrated ability to analyse, disseminate and report on significant amounts of information with attention to detail and accuracy 3. Demonstrated knowledge of the primary health system in Australia, including its interaction with the acute care sector, as well as the challenges and opportunities.
CHN Competencies	*Strategic thinking:* We use our foresight and environmental awareness to add value.
	Resourcefulness: We generate evidence-based solutions.
	Relationship Management: We invest in strengthening internal and external relationships.
	Data Literacy: We navigate data systems and protect data assets.
	Cultural competence: We understand, appreciate and cooperate with all cultures and beliefs.
	Embracing ambiguity: We rise to the challenge of uncertainty and the unknown.
	Leading: We each play a leadership role.