

Position Description

Position title	Data Analyst, Collaborative Commissioning
Responsible to	Manager, Planning & Insights
Responsible for	Nil direct reports
Location	Queanbeyan, Wollongong, Nowra, or Moruya (travel across the region will be required)
Status	Part time (full time role negotiable on appointment)
Hours	30.4 hours per week (0.8 FTE)
Salary range	Band 3, Opening
Conditions	National Employment Standards Employment Contract Company policies and procedures Flexible work practices
Remuneration and benefits	Base salary plus superannuation at statutory rate Salary packaging in line with Registered Health Promotion Charity status Professional development opportunities
Probity checks	Reference checks National Criminal Record Check Qualifications/Certifications required for the position Professional registrations and memberships as required for the position
Level of delegation	As outlined in Delegations Policy

Organisational context

COORDINARE is the values led Primary Health Network for South Eastern NSW supporting primary care in the region to be person centred, accessible; equitable; safe and high quality, comprehensive; population orientated; and coordinated across all parts of the health system. COORDINARE provides a unique blend of private and public perspectives and innovative thinking which aims to ultimately transform the health of people in the region.

COORDINARE has adopted a business model that is data-driven, using clinical expertise and consumer feedback, to determine local needs and co-design initiatives that improve health outcomes, achieve better consumer experiences, enhance provider satisfaction, and deliver value for money. Using population health data, working closely with our GP-led Clinical Councils, our Community Advisory Committee and through our strategic alliances

with the Local Health Districts, we set clear local priorities as well as identify strategies to implement the national priorities locally.

COORDINARE works at four levels within the health system to achieve person centred care:

- **Involving consumers** in decision-making both at an individual level – around people’s own health, treatments, and illness-management and at an organisational level – around policy development, service design, delivery, and evaluation,
- **Supporting general practice** as the cornerstone of primary care,
- **Working within local communities** to commission services which improve outcomes for at-risk, high needs groups,
- **Building system enablers and designing service improvements** to optimise pathways for patients and coordinate their care.

COORDINARE commissions services, in line with our Commissioning Framework, focusing on those most at risk of poor outcomes, rather than providing services directly. Commissioning involves a strategic approach to purchasing services from providers, using information gathered from our Needs Assessments and analysis of local provider markets. Our approach to commissioning also involves ongoing and collaborative relationships with service providers, working together to design initiatives and ensure that contracted deliverables and quality outcomes are met.

Specific Context – Collaborative Commissioning

Collaborative Commissioning is one of the programs accelerating [value based healthcare](#) in NSW. It enables Local Health Districts and Primary Health Networks to drive joint planning and funding activities locally to deliver models of care that address regional needs and deliver better health outcomes for the community. The program is funded by NSW Ministry of Health and is delivered through established joint governance at system level. Within SENSW this joint governance sits across Southern New South Wales Local Health District, Illawarra Shoalhaven Local Health District and COORDINARE - South Eastern Primary Health Network.

The program has commenced the Joint Develop Phase (JDP) which involves consultation and information gathering, across a range of stakeholders, which will ultimately support the design of the SENSW care pathway. Analytical outputs are key to the success of Collaborative Commissioning and will support the transition of the program from planning to implementation in 2023. Collaborative Commissioning offers a unique opportunity to enable change in the health system and inform wider scale health reform.

Purpose

The Data Analyst - Collaborative Commissioning is a technical role that will support the Manager, Planning and Insights with the analysis and reporting of specific data assets as delegated to support the overall planning, monitoring and evaluation of the SENSW Collaborative Commissioning Program. A particular focus will be the linked data asset accessible as part of the NSW Health LUMOS project.

Key accountabilities

Work under direct supervision of the Manager, Planning and Insights to:

- Undertake **data modelling** and **data analysis** of the delegated data assets using applicable technologies suitable for the respective asset/s,
- Create repeatable and/or automated workflows especially ETL processes to facilitate regular ongoing **insight generation** from standard analysis of the aforementioned data asset/s,
- Produce **clear, timely and insightful reports** from the above mentioned analysis,
- Apply report dissemination methods **in accordance with COORDINARE's data governance policy** and secure data catalogue,
- **Collaborate with subject matter experts** to interpret data and produce insights,
- **Document meta-data dictionaries** related to the delegated data asset/s with relevant data entry and source file collation,
- Provide **Database and systems related administrative support** to Manager, Planning and Insights for the delegated data asset/s as directed.

Key challenges

- Balancing end-user / stakeholder expectation with analytical feasibility.
- Timeliness of report generation with associated data platforms.
- Availability of mature data to support the evaluation needs of the program.

Key outcomes

- Timely reporting from delegated data asset/s to support Monitoring and Evaluation of the Collaborative Commissioning program.
- Generated reports have the right balance of detail while being concise and delivering precise insights.

Selection criteria

1. At least 1 year of experience in a data analytical position (or similar) or formal qualifications in technical fields related to data management and/or data analytics, and/or cloud computing. Experience in health and/or medical sector is highly preferable.
2. Demonstrated skills in the analysis, interpretation, and reporting from various types of datasets.
3. Demonstrated skills in using ETL tools for data analytics and storytelling.
4. Contemporary knowledge and skills in using data analytics languages such as R or Python or SQL or similar (must have proficiency in at least one of the industry leading analytical languages).
5. Demonstrated ability to strictly adhere with data governance policies and uphold privacy and data security in all aspects of analysis and reporting.
6. Demonstrated ability to organise tasks and manage time to consistently meet deadlines and supervisor expectations.

7. Experience in working with linked data sets and/or in a health environment will be favourable.

Personal qualities

- Actively engage with peers and others to build productive relationships based on mutual respect, collaboration, and trust.
- Interest in and knowledge of a range of cultures and a curiosity to understand the views of others.
- Demonstrated commitment to COORDINARE’s values and temperament for engaging in behaviour that is values-driven.
- Demonstrated commitment to achieving common objectives of COORDINARE and drive and energy towards achieving work targets.
- Perseverance in achieving objectives despite limited resources, tight deadlines, and occasional setbacks.
- Current NSW Driver’s licence and access to a comprehensively insured motor vehicle for work-related travel.
- Current COVID 19 immunisation certificates.

COORDINARE is an equal opportunity employer embracing diversity. We strongly encourage applications from Aboriginal and Torres Strait Islander people. We are sector leaders with excellent benefits, and a hybrid workplace in the beautiful SENSW region.

Successful applicants must have the right to work in Australia, be willing to complete a Criminal Record Check and, due to our purpose and nature of our work, must be able to demonstrate up to date COVID 19 vaccination status or medical exemption.

As the incumbent of this position, I confirm I have read the Position Description, understand its content, and agree to work in accordance with the requirements of the position.		
Employee name:	Employee Signature:	Date:
Manager’s name:	Manager’s signature:	Date:

Please note if this PD is for a new role it will need to be reviewed and approved by the CEO.

Date	Version No.	Author	Approved by	Reason for update
March 2023	1	Manager, Planning & Insights	CEO	New position