Role Description

Position Title	Data Analyst
Position Number	0189
Level	Program Officer
Branch	Corporate Services
Employment Type	Full-time
Total Remuneration	Base Salary plus Superannuation
Location	Darwin
Reports to:	Data Systems and Program Lead

Organisation Overview

Northern Territory Primary Health Network (NT PHN) is a not-for-profit organisation funded by the Australian Government to commission services to meet local health needs and priorities.

As a PHN, we are unique in that we also include the Rural Workforce Agency NT which supports recruitment, development and retention of health professionals within the NT's primary health care sector. More information is available at www.ntphn.org.au

Our Purpose

NT PHN has a vision of a culturally safe, inclusive, person-centred, and integrated healthcare system that helps Territorians thrive. All the work that we undertake is focused on building local partnerships and directing resources towards an integrated, high quality primary health care system.

Commitment to Reconciliation

NT PHN is committed to undertaking all work within a culturally inclusive, sensitive and safe framework that supports reconciliation. The NT PHN Stretch Reconciliation Action Plan shows our commitment and dedication to embedding reconciliation initiatives into business and our everyday work.

Organisational Values

TRUSTED PARTNER - Working with others to promote unity and collective responsibility. We support each other to achieve better health and wellbeing outcomes for our communities.

CULTURALLY SAFE - Committed to continuous learning and improved practices that deepen our understanding of how-to best support culturally safe and responsive healthcare across the lifespan especially for Aboriginal and Torres Strait Islander people.

AUTHENTIC - Acting with integrity, we are open, ethical, and accountable in our actions and decisions. We are transparent and do what is right in challenging situations consistently.

COURAGEOUS - Leading the way, speaking up, challenging inequity, embracing change, taking responsibility, advocating for the most disadvantaged communities, empowering others to embrace curiosity and making meaningful changes in the healthcare system.

INCLUSIVE - Valuing cultural responsiveness, inclusion, and diversity and fostering an atmosphere that celebrates diversity and promotes equality.

Role Objective

The Data Analyst gathers data from varied and disparate sources and interprets this data for further information and value to enable the successful delivery of NT PHN's strategic objectives. The role works primarily with socio-demographic and health related data but also supports the management and analysis of other organisational data sets as required.

This role liaises directly with internal NT PHN teams and external providers of data and is responsible for managing multiple priorities and service demands across all NT PHN offices.

Accountabilities

Role Specific

The role reports to Data Systems and Program Lead and is accountable to:
- Deliver various analysis and visualisation services across a variety of data and information to generate insights and value for the organisation, including supporting the organisation to interpret and understand the data.
- Provide high standard written data insight and input into reports and coordinating inputs required from branches during the planning and performance monitoring cycle.
- Identify and understand risks that exist with internal and external data and support the organisation to mitigate identified risks relating to integrity, security, and quality.
- Support the development and effective use of data based platforms aligned with the strategic objectives of the organisation.
- Coordinate, or support coordination of, data capability initiatives and activities across the organisation.
- Research and maintain awareness of current and emerging population health data and information sources and strategies, policies and standards, relevant technologies, and methodologies including industry best practice.

The responsibilities listed above are indicative and not intended to be comprehensive. Responsibilities may vary from time to time. You may be required to perform a range of tasks that are outside your primary responsibilities, but are within the scope of your skill, competency, and training, or are incidental and peripheral to your main responsibilities.

Organisation Wide
- Work respectfully and inclusively with Aboriginal and Torres Strait Islander Peoples and people from diverse backgrounds.
- Contribute to a positive workplace culture by working collaboratively and purposefully across the organisation identifying opportunities for innovation and improvement.
- Maintain a proactive approach to work health and safety, specifically taking responsibility for the health and safety of self and others.

The responsibilities listed above are indicative and not intended to be comprehensive. Responsibilities may vary from time to time. You may be required to perform a range of tasks that are outside your primary responsibilities, but are within the scope of your skill, competency, and training, or are incidental and peripheral to your primary responsibilities.

Level of responsibility:

Responsibilities include (but not limited to):

- the delivery of a high level of service to managers and staff and for ensuring and monitoring the quality of services provided.
- working as an efficient and effective member of a team to achieve common objectives.

Reporting structure:

This role will report to the Data Systems and Program Lead who will determine allocation of work which is to be undertaken.

Although the Data Analyst will be provided with general supervision, they are expected to work with some autonomy and display discretion in selecting the most appropriate method for completing their allotted tasks.

They are to exercise initiative and judgement with their allocated responsibilities and required to establish priorities to meet changing work circumstances.

Selection Requirements

Essential

- Knowledge or training equivalent to a Cert IV and or equivalent combination of relevant experience and /or education/training
- Demonstrated experience in data analytics, information technology or public health with an emphasis on data management and analysis.
- Demonstrated understanding of epidemiology and population health concepts.
- Experience, or ability to quickly obtain practical skills, in advanced Excel plus Power BI or similar visualisation tool/s.
- Proven ability to effectively plan and manage multiple and competing priorities in the delivery of defined or agreed services.
- Experience working with structured, semi-structured, and unstructured data sets.
- Demonstrated knowledge or willingness to develop competency in various analytical and database technologies, such as SQL Server Management Studio.
- Demonstrated knowledge and understanding of data analysis, data integration, data modelling, and data security.
- Excellent analytical, oral, and written communication ability coupled with strong relationship building skills.

Additional Requirements

- The role may require travel within the Northern Territory including to remote communities and interstate
- Police clearance

Relationships

Internal

Who	Why
Program Leads	• Support Program Leads to use data to drive continuous improvement through performance monitoring • Provide support and advice on data analysis and visualisation
Senior Executive Leadership Team and managers	• Provide support and advice on data analysis and visualisation
Shared Services	• Collaborate on system design and updates to support extraction of the right data
Business Performance team	• Collaborate on implementation of performance monitoring and evaluation framework including informing use of data.

External

Who	Why
Partner organisations and providers	• Support data sharing and collaboration across digital health initiatives
Other PHNs	• Engage through identified working groups to support innovation and opportunities to collaborate on data and digital health initiatives