



Role Description

Job Ad Reference	H24CHQ569210	Classification	A07
Role title	Principal Analyst, ABF and Performance Analysis	Salary	\$132,072 - \$141,738 per annum
Status	Permanent	Closing date	Sunday 7 July 2024
Unit/Branch	Activity Based Funding and Performance Analysis, Corporate Services Division		
Division/ Hospital and Health Service	Children's Health Queensland Hospital and Health Service	Contact Name	Rob Saunders
Location	55 Russell St South Brisbane	Contact Number	0403 428 514

About Children's Health Queensland Hospital and Health Service

Children's Health Queensland Hospital and Health Service (CHQ HHS) is a recognised leader in paediatric healthcare, teaching and research. With a dedicated Interprofessional team of more than 4,500 people, our point of difference is in the way we provide comprehensive care to children, young people and their families every day. This is through our steadfast commitment to providing person-centred care at every level of our service and our continuous drive for service and operational excellence.

Our Vision

Leading life-changing care for children and young people - for a healthier tomorrow.

Our Purpose

To improve the health and wellbeing of children and young people through world-class care, research, advocacy and leadership.

Our Values

Respect – teamwork, listening, support - *We listen to others*

Integrity – trust, honesty, accountability - *We do the right thing*

Care – compassion, safety, excellence - *We look after each other*

Imagination – creativity, innovation, research - *We dream big*

For further information please visit the [CHQ HHS](#) website.

Your Opportunity

The position of Principal Analyst, ABF and Performance Analysis will:

- Apply activity based funding expertise to maximise funding opportunities for Children's Health Queensland using contemporary, best practice approaches to evaluate sustainable service delivery.
- Provide high-level expertise, analysis, coordination, and technical support for the timely delivery of business critical activity, financial and performance intelligence and tools focussing on operational productivity and efficiency in an Activity Based Funding environment.
- Establish and maintain productive professional networks across the HHS, the Department of Health and other key stakeholders to foster ongoing collaboration and enhance organisational maturity in an activity based funding environment.
- Provide professional support, accurate and timely high level strategic advice to the Chief Finance Officer, Executive and Divisional Leadership Teams to support the delivery of the CHQ Service Agreement and sustainable, high value health services.

Your Role and Responsibilities

You will fulfil the accountabilities of this role in accordance with the CHQ HHS core values and as outlined below.

- Provide high quality analysis of complex health care data to support strategic and operational decision making, focusing on the improvement of health outcomes for Queensland children.
- Develop productive relationships with all stakeholders relevant to Activity Based Funding, providing effective ABF training and advice including productivity and efficiency performance review. Liaise with relevant clinical staff and team members to better understand patient activities and resource utilisation, recommending further refinements to improve the accuracy and quality of clinical costing.
- Lead and manage the development of effective and innovative management reports, including scorecards and performance dashboards for senior internal and external stakeholders using contemporary Business Intelligence tools and techniques to assist decision making, process improvement initiatives and performance against key metrics.
- Interrogate organisational information systems to gather data and provide high quality, timely operational reports and analysis to support Executive and Clinical decision making.
- Seek continual practice improvement through consultation, research and professional competencies including new and innovative technologies and methods. Identify, develop, implement and review strategies with an innovative, sensitive and practical focus to improve current or new business intelligence, process and reporting tools utilised within Corporate Services Division and Children's Health Queensland.
- Manage and co-ordinate CHQ-wide benchmarking activities including preparation and submission of data and dissemination and interpretation of reports received from benchmarking partners. Coordinate consultation with delegates attending benchmarking meetings to assess effectiveness and to make recommendations to Executive.
- Contribute to the development of effective Quality Assurance activities and audits of organisational information systems to support the reporting of accurate clinical and funding data.
- Maintain an up-to-date knowledge of national and international developments as well as state policy, directives and initiatives in health information, activity based funding and clinical benchmarking management.
- Actively participate in a working environment supporting quality human resources management practices including employment equity, anti-discrimination, work, health and safety, and ethical behaviour.
- Develop a positive culture within Corporate Services which encourages and recognises high performance, builds leadership capabilities and supports staff to maximise their health and wellbeing.

Position Reports To

- Director Activity Based Funding and Performance Analysis, Financial Services, CHQ HHS

Staffing and Budgetary Responsibilities

- The position has no line management responsibility.

Qualifications/Professional Registration/Other Requirements

- While not mandatory relevant tertiary qualifications in Accounting, Commerce and /or Business would be well regarded.
- Experience in a health care setting, particularly in the use of clinical data would be highly regarded.
- Queensland Health has a pre-engagement screening policy that is another step towards protecting patients, employees and the wider community.
- It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment ([Health Employment Directive No. 01/16](#)):
 - measles, mumps, rubella (MMR)
 - varicella (chicken pox)
 - pertussis (whooping cough)

How will you be assessed?

You will be assessed on your ability to demonstrate the following key attributes against our [values](#). Within the context of the '**Your Role and Responsibilities**' described above, the ideal applicant will be able to demonstrate the following:

- High level ability in analytical problem solving, statistical gathering techniques, performance analysis methodologies, report development and critical analysis and evaluation skills, including knowledge of activity based and financial management systems.
- Demonstrated knowledge and understanding of healthcare purchasing and activity based funding models and their application within health services particularly to resource utilisation, efficiency and relative contributions.
- Proven interpersonal skills and demonstrated ability to build and maintain effective collaborative relationships, liaising and negotiating effectively with a range of internal and external stakeholders and health service partners with a proven record of achievement in a large, complex, decentralised service delivery organisation.
- Highly developed communication skills, including effective and high quality written and oral communication with a variety of stakeholders which is sensitive to the audience.
- Proven highly developed computer and data analysis skills including demonstrated experience in utilising Business Intelligence/ decision support systems and Microsoft Office applications in the extraction, manipulation and professionally presented and disseminated reports from complex financial and disparate information systems – preferably in a health related environment.
- Demonstrated ability to work within and contribute significantly towards successful teams.

Your Application

Please provide the following information for the Selection Panel to assess your suitability:

1. **A written response of no more than 2 pages** addressing your ability to meet the requirements of the role listed under 'How will you be assessed?' and within the context of the 'role and responsibilities'.
2. **Your current CV or resume**, including two referees that can attest to your performance and conduct in the workplace. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.

3. Application form (only required if not applying online).

Additional Information for Applicants

- For details regarding salary information, leave entitlements, flexible working arrangements and other benefits please refer to the attached Applicant Information and Guide or visit the [Queensland Health website](#).
- All relevant health professionals (including registered nurses and medical officers) who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Children, Youth Justice and Multicultural Affairs.
- Pre-employment screening, including criminal history and disciplinary history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a Blue Card.
- Employees who are permanently appointed to CHQ HHS may be required to undertake a period of probation appropriate to the appointment.
- Applicants will be required to give a statement of their employment as a lobbyist within one month of taking up the appointment. Details are available at the [Public Service Commission Lobbyist Disclosure Policy](#)
- Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in [Section 571 of the Workers' Compensation and Rehabilitation Act 2003](#).
- Hepatitis B vaccination or proof that you are not susceptible to hepatitis B is a condition of employment for all staff that will have direct contact with patients of who in the course of their work may be exposed to bodily fluids/blood or contaminated sharps.
- It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment ([Health Employment Directive No. 01/16](#)):
 - measles, mumps, rubella (MMR)
 - varicella (chicken pox)
 - pertussis (whooping cough)

NOTE that subsequent evidence must be provided of future vaccination in respect of pertussis (whooping cough) as recommended in *The Australian Immunisation Handbook*.

- Travel may be a requirement.
- Applications will remain current for 12 months and may be considered for other vacancies which may include an alternative employment basis (temporary, full time, part time).

ORGANISATIONAL CHART

Executive Director, Corporate Services
(CFO)

Senior Director, Finance and
Performance

Director Activity Based Funding and
Performance Analysis

**Activity Based Funding and
Performance Analysis**

Principal Analyst
Activity Based Funding and
Performance Analysis
(AO7)
1 x FTE

Senior Analyst
Activity Based Funding and
Performance Analysis
(AO6)
1 x FTE

Principal Analyst
Clinical Costing
(AO7)
1 x FTE

Principal Analyst
Business Intelligence and
Performance Analysis
(AO7)
1 x FTE