

Role description

Principal Reporting Analyst

Status	Principal Reporting Analyst - Permanent Full Time	Job ad reference	HPSP574484
Branch and Division	Healthcare Purchasing & Funding Branch Healthcare Purchasing & System Performance Division	Contact details	Hari Thirunavukkarasu hari.thirunavukkarasu@health.qld.gov.au (07) 3708 5894
Classification	A07	Salary range	\$129,471.00 to \$138,792.00 per annum + super
Location	Brisbane CBD	Closing date	Wednesday, 24 th July 2024

Your opportunity

The Department of Health (the Department) has a diverse set of responsibilities, and a common purpose of providing highly effective health system leadership. The Department is responsible for the overall strategic leadership and direction of the public health system in Queensland. We strongly believe in the need to work with people that value the goals of our organisation and who will thrive in our workplace.

About Healthcare Purchasing and System Performance Division

The Healthcare Purchasing and System Performance (HPSP) Division purchases public health and social services from service providers to optimise health gains, reduce inequalities, and maximise the health system's efficiency and effectiveness. HPSP ensures health funding is used effectively to meet government priorities and achieve performance objectives outlined in agreements and contracts arising from purchasing decisions. As part of the commissioning role, the Division has responsibility for investing nearly \$18 billion on behalf of the State and managing community services contracts to the value of approximately \$280 million. The division also has a role in building and refining business intelligence tools and in collecting, processing, analysing and disseminating statistics on the health of Queenslanders and their use of health services, contributing to improved planning, monitoring and evaluation of health services, informing system improvement activities, and providing data to meet external reporting requirements.

The Division comprises the following key functional areas:

- Contracting and Performance - a central coordination point between the department and Hospital and Health Services regarding negotiating and managing service agreements, performance management and accountability. The Surgery Connect program is part of this function, working with the HHSs to assist in meeting elective surgery wait list targets.
- Purchasing and Funding - determining funding models underpinning purchasing decisions and developing funding strategies to ensure purchasing decisions maximise value.
- Community Services Funding - providing advice on commissioning private, academic or non-government organisations to deliver community, health or human services on behalf of the government.
- System Performance - empowering decision makers to improve system performance through insights and performance reporting and developing reporting and monitoring tools.
- Statistical Services - providing trusted statistical reporting and analytics, linkage services, data and information, and other data services to meet official statistics reporting requirements, to enable funding recoupment and to create an evidence base for informed decisions that improve health and health service delivery.

Our values

Our values are those of the Queensland public service



Customers First



Ideas into action



Unleash potential



Be courageous



Empower people

These five values underpin behaviours that will support and enable better ways of working and result in better outcomes for Queenslanders.

About the role

Purpose

The Principal Reporting Analyst works with healthcare activity, cost, and funding data sets to build reports and visualisations that allow key stakeholders to interact with the data, to inform decision making and health service planning. The role also analyses data and provides advice and support in the interpretation of results.

Your key responsibilities

Data Science & Analytics

- Creating & Locating Data – you will develop an advanced understanding of the Queensland Health’s data systems to facilitate the location, validation and extraction of healthcare and funding data. You will independently apply quantitative and qualitative mixed methodologies to capture, collect and create new data to inform decision making and policy.
- Reporting data – you will develop visualisations that allow for stakeholders to interact with a variety of data sets to make decisions.
- Interpreting and Presenting Data – you will support the interpretation of results and creation of compelling narratives to enable storytelling and the formulation of recommendations to inform policy.
- Transforming & Analysing Data – you will perform deep dive analysis on internal and external data utilising your skills in modelling and scenario analysis.
- Managing & Governing Data – you will contribute to the maintenance of ethical data governance frameworks and apply sound data management principles in the handling of all data. You will adhere to defined service quality standards, health and safety policies and procedures relating to the work being undertaken to ensure high quality, safe services, and workplaces.

Engagement

- You will develop and maintain user guides and supporting documentation to assist stakeholders in utilising reporting tools.
- You will host education and training sessions with stakeholders on how to interact with the data using tools developed.
- You will provide ad hoc support to stakeholders and end users in relation to the reporting tools developed.
- You will managing the implementation of new tools by applying project and change management tools.
- You will work with a variety of information systems technically and operationally to assist stakeholders in interpreting data.
- You will support the preparation of reports for both state government, commonwealth and other organisations, including briefing notes, correspondence, position papers and responses to parliamentary questions.
- You will represent the branch and division at internal, state-wide, national meetings, conferences and seminars as required.

Reporting/work relationships

The position reports to the Director, Funding and Costing, Healthcare Funding and Purchasing Branch.

There are no direct reports.

Mandatory qualifications, registrations, and other requirements

- While not mandatory, a relevant tertiary level qualification in; health science, information systems, mathematics, computer science, data science, engineering, economics or statistics, would be well regarded.

Role fit

The essential requirements for this role are:

- Advanced skills in reporting and analytics, including developing and managing dashboards.
- Developed expertise in using reporting tools (such as Qlik or Power BI) and as well as querying language (such as SQL, SAS, R or Python).
- Proven ability to work with, transform and analyse multiple data sets to inform decision making.
- Proven ability in supporting key stakeholders to interpret data and draw conclusions.
- Advanced communication skills – both interpersonal and written.

Desirable requirements for the role are:

- Experience working with health-related activity, costing and funding data.
- Advanced understanding of the Australian Healthcare System, Healthcare Funding and/or Health information Systems.

Behavioural Competencies Required

We are all leaders in the Department of Health, regardless of role or classification level. The department is committed to leadership at all levels of our organisation, in this role you will be required to display the following leadership behaviours:

- Drives Accountability & outcomes – Demonstrates accountability for the execution and quality of results through professionalism, persistence and transparency.
- Stimulates ideas & innovation – Gathers insights and embraces new ideas and innovation to inform future practice.
- Builds enduring relationships – Builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Pursues continuous growth – Pursues opportunities for growth through agile learning, and development of self-awareness.

How to apply

Please provide the following information to the panel to assess your suitability:

- A short-written response (maximum 1 page) on how your experience, abilities, knowledge and personal qualities would enable you to achieve the key responsibilities and meet the skill requirements of the role.
- Your current CV or resume (maximum 2 pages), including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years. It is preferable to include your current, immediate or past supervisor.
- Late applications cannot be submitted online. For a late application to be considered, please arrange approval and submission via the contact person.
- Applications will remain current for 12 months or for the duration of the vacancy. Future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process.
- Only those persons eligible to work in Australia may be employed by Queensland Health. Prospective employees are required to provide proof of identity and documentary evidence of their right to work in Australia.

Additional information

Discover more about working at the Department [here](#). Of note:

- The information you provide as an applicant is used in adherence with the *Information Privacy Act 2009*
- All roles within the Department are subject to employment screening.
- The nominated applicant will be required to disclose any serious disciplinary action taken against them in the Queensland public sector.
- To be appointed permanently, you must be an Australian citizen, have permanent residency status or have a visa permitting you to work permanently in Australia.
- The Department aims to maintain a safe, healthy and secure work environment for all employees, clients, visitors and contractors. Achieving this aim is the responsibility of all.
- Applicants may be required to disclose any pre-existing injury or medical condition of which they suspect would be aggravated by performing the role. Details are available in section 571 of the Workers' Compensation and Rehabilitation Act 2003 (<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-027#ch.14-pt.1-div.1>)
- We are committed to building inclusive cultures in the Queensland public sector that respect and promote [human rights](#) and [diversity](#). We encourage everyone to apply for our advertised roles, irrespective of gender, ethnicity, age, language, sexual orientation, and disability or family responsibilities. We recognise the value of diverse backgrounds, experiences and perspectives.
- The Department values and respects the diversity of its workforce and believes that all its employees should be treated fairly and with dignity and respect. All employees of the

Department must show respect for each other, visitors, the general public and contractors by treating them fairly and objectively, ensuring freedom from discrimination, sexual harassment, racial or religious vilification, victimisation and bullying. The Department of Health is an equal opportunity employer.

To demonstrate support for a safe, secure and supportive workplace, the Department is a White Ribbon Australia accredited workplace. For more information visit [here](#).

- The Department acknowledges the challenge for its staff in balancing work, family and community life successfully. To help them achieve this, we encourage conversations between managers and staff about implementing [flexible working arrangements](#) to manage their paid work commitments with their career goals, personal, community and cultural responsibilities. Through flexible working arrangements, there is an opportunity to match the individual's requirements with those of the workplace to achieve agreed work goals and objectives.