Australian Government

Australian Digital Health Agency

Position Description

Position title	Data Analyst
Classification	APS6
Division	Digital Strategy Division
Location	Brisbane
UPI number	APS60023
Date of approval	29 September 2021
Category	Info/Comm Tech (ICT)
Job evaluation reference	JER_243_07/21
Agency website	https://www.digitalhealth.gov.au/

About the Australian Digital Health Agency

The need for a connected healthcare system is greater than ever – one that's accessible, progressive and secure. Better use of data and technology is helping people live healthier lives, with greater control and better access to important health information.

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the National Digital Health Strategy for Australia, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016.

The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation, clinical quality, and safety. Our focus is on getting data and technology to work for patients, consumers and the healthcare professionals who look after them.

Our values

Working together collaboratively   Respect and trust   Transparent   Accountable   Innovative

Division overview

Digital strategy – responsible for national digital health design and strategy, underpinned by strong clinical governance and digital health standards.

Primary purpose of position

The APS6 Data Analyst is accountable for researching and analysing data in the My Health Record system to provide accurate and detailed advice. The Data Analyst is responsible for providing accurate, detailed and specialised advice, ensuring knowledge of and compliance with relevant legislation and policy frameworks, analysing risk, performance and opportunities within the My Health Record system; selecting and recommending the appropriate course of action from a number of options.

The Data Analyst will provide expertise and technical knowledge within the My Health Record system including anticipating problems and contributing to issues management including:

- using their in-depth knowledge of data management analytics to apply the Agency's data quality tools to assess the quality of data recorded in the My Health Record system;

- Collaborating with Agency teams responsible for software and specifications;

- Collaborating with Agency partners to identify opportunities to contribute to continuously improving clinical data quality;

- influencing the ongoing improvement of the Agency's data quality tools

Relevant duties

1. Leadership and Accountability

- Provide expertise and technical knowledge of statistical analysis, data analytics, analytical tools and charting techniques to apply the Agency's data quality tools to assess the quality of data recorded in the My Health Record system within relevant legislative and policy frameworks.

- Apply an in-depth knowledge and understanding of XML and XML tools and query languages including XPath 3.1 and XSLT 3.0 including an understanding of writing scripts for the R statistical package.

- Acquire, maintain and apply an in-depth knowledge of digital health specifications, HL7 CDA, FHIR and other information related to clinical informatics and clinical terminology.

- Proactively initiate improvements to the tool set used to assess and report on data quality.

- Provide accurate and specialised advise on the use the data quality tools and My Health Record transaction reports to analyse the quality of My Health Record data and report on the key metrics of conformance, completeness, and plausibility within relevant legislative and policy frameworks.

- Accountable to undertake research, analysis, integration, and evaluation of data in the My Health Record system within relevant legislative and policy frameworks.

2. **Management Diversity and Span**

- Complement and contribute to the Australian Institute of Health and Welfare with their preparations for the use of My Health Record data for research and public health purposes.

- Develop and implement work plans, setting tasks and priorities for the further development of data quality tools for reporting the quality of data in the My Health Record system.

3. **Job Context and Environment**

- Maintain awareness of the longer-term strategic, and operational outcomes for the My Health Record system, identifying possible impacts on the work area, producing reports with specific information, using an evidence-based approach presented in a clear and structured format to present complex information.

- Develop, maintain, update and enhance:

  o reporting tools, processes, and procedures for assessing data quality against complex requirements,

  o conformance assessment processes and procedure documents for the assessment of systems and clinical documents.

- Conduct in depth analysis of data to identify issues and recommend an appropriate course of action from a number of options.

4. **Independence and decision-making**

- Work with independence, subject to limited direction against established policies, practices, and methodologies to liaise with internal stakeholders about data quality findings to facilitate rectification.

- Inform, advise and recommend a range of actions to:

  o Influence the ongoing improvement of the Agency's data quality tools and their application;

  o Collaborate with agency teams responsible for software and specifications, and partnerships;

  o Collaborate with Agency partners to identify opportunities to contribute to continuously improving clinical data quality.

- Perform research and analysis to make decisions that involve complex analysis of clinical documents (XML) against the required specifications and recommend solutions for identified issues of non-conformance.

5. **Stakeholder Management**

- Manage relationships with stakeholders, assisting with presentations and consultation with reference groups comprised of healthcare providers and subject matter experts within the Agency, to understand how the quality of My Health Record data may assist them to achieve their business objectives.

- Develop and support relationships with internal and external stakeholders, providing specialist expertise to Agency business units, such as the Medicines Safety team, My Health Record Systems team, and the Clinical Terminology team to achieve their business outcomes.

- Communicate, negotiate and work in partnership with vendors and state and territory health departments to support continuous improvement of data quality, through their use of the Agency's data quality tools.

Essential requirements

Ability to obtain and maintain a Baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency

Ability to obtain and maintain national police check.

Australian Citizenship is a condition of eligibility.

Restriction duty

N/A

Qualifications

N/A