Australian Government
Australian Digital Health Agency

Position Description

Position title	Reporting Analyst
Classification	APS6
Division	Digital Strategy Division
Location	Brisbane/Sydney/Canberra
UPI number	Multiple
Date of approval	16 September 2021
Category	Research
Job evaluation reference	JER_271_09/21
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 Reporting Analyst is accountable under limited direction to perform complex data analysis and the development of reports that supports and improves My Health Record products, informing business decisions by making the most out of Agency data and information sources.

The APS6 Reporting Analyst will exercise both initiative and judgment in the interpretation of the data, working with stakeholders to understand their needs and tailor data extracts and reports and analysis to different audiences.

Relevant duties

1. Leadership and Accountability

- Apply an in-depth knowledge of complex analytical skills across Agency data and information processes including source systems, raw entities and attributes; taking a leading role in building analytics models.

- Gather, understand and interpret information from many sources; identifying the relationships between various data sets and the limitations of each set; developing analytical reports that influence problem solving and provide the business content delivered by the data results.

- Apply a thorough understanding of the principles, concepts, methods and practices of extracting and manipulating data from large repositories working with SQL and Advanced Excel; developing the relevant Agency analytical models and reports.

- Provide expertise in statistical analysis and predictive modelling using data and insights to shape strategy and improve customer experience deliver quality reporting and analytics services that are support Agency objectives.

2. Management Diversity and Span

- Share expertise in working with data; providing analytic assistance, training and data presentation advice to stakeholders across the Agency.

- Ensure quality outputs for data and reporting analytics activities within the team, providing technical advice to assist others to understand their data requirements and limitations.

3. Job Context and Environment

- Apply an in-depth knowledge and understanding of the various activities required to perform data and reporting analytics, often working with variable quality data; providing recommendations to improve our products and business decisions

- Conduct investigations and in-depth analysis to design solutions for projects and data system issues.

4. Independence and decision-making

- Work with independence, subject to limited direction against established priorities, practices, and methodologies to deliver quality data reporting analysis outcomes; making the most out of the agency data.

- Make decisions using good judgement, expertise and knowledge in relation to data mining, and collection procedures that ensure data quality and integrity and that the data is reported and presented in understandable and insightful ways.

- Test performance of data-driven products; identifying, interpreting and analysing data problems; recommending potential improvements in data capture, linkage, transformation and flow.

5. Stakeholder Management

- Manage relationships with stakeholders to achieve work area and agency goals; responding to their needs and expectations around data useability and availability.

- Develop and maintain working relationships with stakeholders to facilitate data collection, review, analysis and reporting.

- Work with stakeholders to understand their needs and tailor data extracts and reports and analysis to different audiences.

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

Capabilities

These capabilities are in line with the Australian Public Service Commission integrated leadership system which can be found on the [Australian Public Service Commission website](#).

Qualifications

N/A