



Position Description

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| Position title | Data Modeller Lead |
| Classification | EL1 |
| Division | Digital Strategy Division |
| Location | Brisbane/Sydney/Canberra |
| UPI number | ELL10066 |
| Date of approval | 23 November 2021 |
| Category | Research |
| Job evaluation reference | JER_326_11/21 |
| 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

EL1 Data Modeller Leads at Australian Digital Health Agency (the Agency) are accountable, under broad direction, to perform complex work. Using high levels of judgement and initiative, Data Modeller Leads will analyse vast amounts of data which will inform the business on how to improve our products as well as modelling data to meet business needs.

They will exercise a considerable degree of independence and perform a leadership role. They will also be responsible for analysing and translating business needs into long-term solution data models and undertaking a leading role in building analytics models.

EL1 Data Modeller Leads must have high level stakeholder engagement skills and be able to understand, negotiate and resolve complex, difficult, and/or sensitive issues that may arise. They will need to understand and be able to communicate with an internal and external focus.

Primarily, EL1 Data Modeller Leads require:

- flexibility to meet changing demands and priorities;
- the ability to gather and understand information obtained from a variety of sources inside and outside the Agency; and
- the ability to understand existing data models that are very sophisticated and detailed.

Relevant duties

1. Leadership and Accountability

- Apply a highly developed specialist, professional, analytical knowledge to build models, and extract and integrate data from a variety of sources to develop and maintain a range of reports and analytics products.
- Accountable for working closely with work areas in the Agency to use experience in data and insights to identify, interpret and shape strategies to improve the customer experience.
- Obtain and maintain detailed knowledge of the Agency data/information processes to ensure that curation of data is meaningful.
- Work with data sets from a range of structured and unstructured sources to draw insights and develop visualisations and tell a compelling story. Identify any opportunities to improve data capture, linkage, transformation and flow.
- Define and document the data model and its cross-functional alignment by domain to Agency business functions.
- Manage the design and maintenance of new and enhanced logical data model entities and attribute definitions.
- Strong programming skills with working knowledge of Python, R, SQL, VBA, or Advanced Excel/Access and demonstrated experience in extracting & manipulating data from large repositories using SQL.
- Lead data mining and collection procedures, ensure data quality and integrity, interpret and analyse data problems and assess performance of data-driven products.

- Expertise with statistical analysis and predictive modelling is desirable.
- Accountable for the achievement of own and team outcomes, monitoring progress and following through to ensure the delivery of quality outcomes including managing competing priorities to develop and complete data modelling and analytical activities.

2. Management Diversity and Span

- Accountable for analysing and translating business needs into long-term solution data models and undertaking a leading role in building analytics models, in particular the Data Modeller Lead will take responsibility for:
 - setting tasks and priorities;
 - managing workflow to understand dependencies; and
 - seeking and facilitating contributions to business and project requirements through workshops and feedback systems to ensure a consultative and coordinated solution co-design.
- Plan, direct and monitor work progress, setting performance indicators and identifying variance to requirements; provide coaching; actively encourage and gain cooperation with relevant Agency internal and external stakeholders to ensure their understanding of and compliance with approved technical and business requirements.

3. Job Context and Environment

- Plan, lead and undertake detailed activities that may impact on the strategic or operational outcomes of the Agency; taking responsibility for the research, analysis and documentation to determine business, system and product requirements, specifying effective business processes and recommending improvements.
- Apply strong problem solving skill and experience in statistical analysis to work in a leading role in building analytics models and align the Agency's data products with our business goals.
- This position will be key in helping improve our products and business decisions by making the most out of our data.
- Attain, maintain and apply an extensive understanding of the Agency's data and products and the implications of change on the Agency and stakeholders.
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4. Independence and decision-making

- Work with a level of independence, under broad direction to resolve issues identified and use skills to influence, work effectively, and implement solutions in a multi-functional, multi-regional team environment.
- Communicate and make decisions that are based on expansive knowledge, professional judgement; data and legislation to identify and document risks; oversee and/or conduct investigations; and analysis to design solutions for projects and/or data system issues.
- Conduct investigations; applying mitigation and risk treatment in line with defined framework and in the context of a very complex and changing environment to ensure quality outcomes are delivered.
- Perform work with a focus on innovation, research, business analysis and judgement to manage very complex issues that are often complicated and made up of several components which have to

be analysed and assessed; making interpretations, assumptions and decisions in the selection of an appropriate course of action.

5. Stakeholder Management

- Analyse, interpret and present complex concepts and information to varied and frequently non data specialist audiences in a simple and succinct way.
- Develop and manage relationships with internal and external stakeholders, engaging and collaborating to achieve outcomes and facilitate cooperation.
- Liaise with key stakeholders across the Agency to develop a solid understanding of how their current business processes and activities are operating, together with their strategic forecasts and goals to ensure any solutions requirements meets their expected outcomes.
- Facilitating open communication and discussion between stakeholders, using feedback to assess and promote understanding of the need for future changes in services, products, and systems; negotiating and resolving tensions and difficulties to ensure positive outcomes.

Essential requirements

Ability to obtain and maintain a security clearance at a level designated by the Agency on request

Ability to obtain and maintain national police check.

Australian Citizenship is a condition of eligibility.

Qualifications

Relevant Qualifications and/or necessary experience demonstrating high-level of investigation skills and data analysis, or related field, is mandatory for this role.

Demonstrated experience in extracting and manipulating data from large repositories using SQL.

Capabilities

EL1 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](#).