

# POSITION DESCRIPTION

## Data Analyst



### Position Details

<b>Position Title</b>	Data Analyst
<b>Salary</b>	\$60 - \$70 per hour
<b>Reports to</b>	Director of Policy and Practice
<b>Roles reporting to</b>	Nil
<b>Status</b>	Part time, up to 40 hours per month. One year contract
<b>Location</b>	Work from home Interstate travel occasionally required.

To provide analytical services to Public Pathology Australia (PPA) and its members. Primarily this involves the development and maintenance of a national benchmarking program. This program benchmarks activity, productivity and costs in public pathology laboratories across Australia.

### Responsible For

- Maintaining and improving a national benchmarking program for public pathology laboratories.
- Providing data analysis for the benchmarking program and PPA.
- Providing advice and improvement, supporting KPI development and reporting.
- Providing insightful reports by use of data analytic skills.
- Providing high level communication and engagement skills for reporting performance information internally and externally, including facilitating or presenting at workshops and forums.
- Liaising with and obtaining relevant data from organisational key stakeholders.

### Selection Criteria

1. Tertiary qualifications relevant to the role and professional experience in data analytical services in a complex organisation.
2. Superior analytical, data extraction, processing and database modelling skills, including advanced proficiency and experience in the use of Microsoft Power BI, Excel, Access and other products to undertake complex analysis.
3. High level understanding of pathology tests and services and highlevel understanding of pathology related and/or health data systems including workforce and financial data systems.
4. Demonstrated high level problem solving and reporting skills including benchmarking services, activity and cost modelling, dashboard and data visualisation reporting. Ability to process big data and provide insights for management and members.

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5. Demonstrated ability to effectively document processes and procedures including writing reports and technical manuals.
6. Demonstrated high level interpersonal, negotiation, written and verbal communication skills and a proven ability to build and maintain collaborative working relationships with a diverse range of stakeholders and positively interact and influence to achieve best outcomes.
7. Proven ability in delivering results within projected and short timeframes and meeting project expectations with quality outcomes.

### Key Accountabilities

The role and responsibilities of the position are to be carried out in a manner that is consistent with the values, strategic priorities, performance goals, delegations, policies, procedures, operations, code of conduct, and the capabilities required to perform this role competently. This includes providing:

- Prominent level analytical support services including:
  - development and maintenance of a national benchmarking program, KPI development and performance reporting and comparison
  - supporting analytical requirements of PPA and its members in relation to benchmarking
  - providing insightful and consumable reports by use of data analytic skills
  - knowledge of operational systems including Laboratory Information and Billing Systems, financial and workforce systems, and their analytical capabilities
  - knowledge of laboratory operations and processes
  - prominent level communication and engagement skills for insightful performance reporting, both internally and externally.
- The point of contact for the PPA benchmarking program.
- Prominent level interpersonal, negotiation, written and verbal communication skills and a proven ability to build and maintain collaborative working relationships with a diverse range of stakeholders and positively interact and influence to achieve best outcomes.
- Superior analytical, data extraction, processing and database modeling skills, including advanced proficiency in the use of Microsoft Excel and Access, to undertake complex analysis.
- Superior analytical platform skills for dashboard visualisation such as the Microsoft Power BI Platform.
- Documentation of processes and procedures including writing reports and technical manuals.
- Collaborating with PPA members to transfer skills and deliver solutions as required.
- Delivering results within projected and short timeframes and meeting project expectations with quality outcomes.

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### Key Challenges

- The position is required to develop a thorough understanding of public pathology service profiles including types of tests performed and how these tests should be counted and compared. Benchmarking this information is challenging as it is complex and involves communicating this information to stakeholders.
- Engaging stakeholders to ensure they are actively involved in data preparation and submission and are invested in acting on the benchmarking information produced.
- Achieving deadlines and milestones within tight timeframes and demonstrating the flexibility to multitask when deadlines need to change due to strategic and other influences whilst anticipating unintended consequences of changing existing processes and managing these without compromising quality.
- Developing and managing effective working partnerships across PPA members.
- Working independently, collaboratively and proactively to manage a variety of complex tasks in an environment with numerous stakeholders.
- PPA has 17 members across Australia. Travel is required on occasion to accomplish the responsibilities of this position.

### Communication

The Data Analyst will be responsible for effectively communicating and consulting at a high level and building and maintaining strong working relationships with a range of internal and external stakeholders.

#### INTERNAL

PPA CEO  
PPA Director of Policy and Practice

#### EXTERNAL

PPA Members

### Decision Making

The Data Analyst is PPA's operational expert for information, strategic solutions and technical advice and guidance relating to performance reporting and will be required to exercise a high level of judgement, technical skills and initiative in the exploration, development and delivery of reporting and solutions in a complex and diverse environment. Major issues or conflicts would be discussed with the Director of Policy and Practice (DPP) and/or CEO including any decision which will substantially alter outcomes, timeframes, functions or budget.

### About PPA

PPA has 17 [members](#) across Australia. Our members provide diagnostic pathology services to patients from laboratories associated with state government funded hospitals. These services are provided by pathologists (medically trained clinicians), supported by teams of scientists, technicians and support staff who ensure samples are quickly and accurately assessed and results shared with clinical teams, so they can make the best possible treatment decisions for patients. See [www.publicpathology.org.au](http://www.publicpathology.org.au).

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### Our Values

Employees and contractors of PPA respect and display the PRAISE values of the organisation.

<b>People First</b>	We put the needs of people first – those within PPA, those within our member services and those in the community in which they serve.
<b>Respect and trust</b>	We acknowledge and value the opinions, skills and abilities of others and treat others as we would like to be treated.
<b>Accountability</b>	We are accountable for our decisions and actions to the organisation and to our members.
<b>Integrity</b>	We act professionally, honestly and consistently and are accountable.
<b>Strategic Leadership</b>	We influence others to voluntarily make decisions that enhance the prospects for a viable industry. We provide a sense of direction and build ownership and alignment to achieve sustainability.
<b>Excellence</b>	We strive to exceed expectations by delivering and promoting innovative, quality services and outcomes.

### Other Specific Requirements

#### Other Specific Requirements

The role and responsibilities are to be carried out in a manner that is consistent with delegations, policies, procedures and operations systems and code of conduct.

#### Workplace Culture

Model the organisation's values and ensure all workplace conduct is consistent with the behaviours associated with those values and any applicable code of conduct.

#### Finance and Assets

Manage allocated finance and resources efficiently and effectively in accordance with PPA's delegations and other policies and documentation. This may include, but not be limited to, management of an allocated budget, assets and stores, corporate records, intellectual property and personnel records.

#### Risk Management

Undertake business unit risk planning and risk assessments, ensuring competence in risk management and assessment. Understand and abide by the organisation's risk policies, developing an understanding of the operational and risk management context, managing risk accordingly.

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### Work Health and Safety

Workers have a positive duty to demonstrate commitment to safety. This includes taking reasonable care for your own safety and others, participating with consultation arrangements and complying with work health and safety legislation, policies, procedures and safety instructions.

The incumbent will arrange for their own Workers Compensation Insurance coverage and provide evidence of insurance currency to PPA.

### Confidentiality

This position requires the ability to handle sensitive and confidential information with the utmost discretion, adhering to all PPA policies regarding data privacy.

### Workplace Diversity

Comply with and participate in the workplace diversity policies and procedures.

### Training

Comply with and participate in the organisation's training programs and policies, including participation in mandatory training.

### Performance Review

A performance assessment will be conducted within three (3) months following commencement of the role and towards the end of the twelve (12) months.

## Contractor Agreement

As the incumbent of this position, I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Signatories	Name	Signature	Date
Contractor			
Manager / Supervisor			