

**Position Title:** Cancer Senior Data and Information Analyst

**Campus:** Ballarat

**Directorate:** Chief Medical Office

**Department:** Grampians Integrated Cancer Service (GICS)

**Reporting to:** GICS Director

**Appointment Terms/Conditions:**

**Classification and Code:** HS5

**Enterprise Agreement:** Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement

## ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at [www.grampianshealth.org.au](http://www.grampianshealth.org.au)

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

<b>Collaboration</b>	<b>Compassion</b>	<b>Accountability</b>	<b>Respect</b>	<b>Innovation</b>
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

## **Integrated Cancer Services:**

The Victorian Integrated Cancer Services (VICS) are Victoria's cancer services improvement network and play a fundamental role in the implementation of the Victorian Cancer Action Plan. Key aspects of Victoria's current cancer plan include improving cancer outcomes and experience of cancer patients, delivering efficient, quality care supported by data and research, improving outcomes, addressing disparities across population groups, driving innovation and system reform, and ensuring good integration and coordination across service providers.

There are eight geographical ICS (three metropolitan and five regional) and one state-wide paediatric ICS. Collectively, they are referred to as VICS and are funded by the Victorian Department of Health, Cancer Unit.

The vision of the VICS is to improve patient experiences and outcomes by connecting cancer care and driving best practice. For more information visit <https://www.vics.org.au/>.

Established in 2004, the Grampians Integrated Cancer Service (GICS) is funded by the Department of Health (DH), with Grampians Health (GH) acting as fund holder in a host agency arrangement. Services to support the operations of the GICS team (also known as the Program Office) are purchased from GH and include HR, Finance and IT.

GICS is not a direct provider of services, but facilitates system development and service improvement by supporting local and regional services. As an independent organisation, GICS activities are overseen by the Governance Group, comprised of key regional stakeholders. The governance of the organisation is further underpinned by a Memorandum of Understanding between GICS and health service providers across the Grampians region.

The Grampians region stretches from the South Australian border in the west, to Bacchus Marsh in the east, and from Edenhope to Hopetoun in the north. The area covers almost 50,000 square kilometres and a population of over 220,000 people.

## **The Victorian Integrated Cancer Services**

The Integrated Cancer Services (ICS) operate across Victoria with the primary aim of improving the experiences and outcomes of those affected by cancer. The Victorian Cancer Action Plan 2024-2028 provides the overall strategic policy direction for ICS activities.

Grampians Integrated Cancer Service (GICS) and Hume Regional Integrated Cancer Service (HRICS) are two of nine teams within the VICS network.

This role provides resource to both the GICS and HRICS team along with providing resource to the wider VICS network.

**Vision:** Improve patient experiences and outcomes by connecting cancer care and driving best practice. This will be achieved by providing:

- System integration across structural boundaries
- Collaborative approaches to evidence-based service development
- Quality improvement at the local level

## **POSITION PURPOSE**

The Senior Data and Information Analyst (SDIA) will work across the GICS and HRICS teams and networks to increase capability and embed data-driven quality and performance monitoring, and service improvement, in line with the VICS Data and Information Management Framework. The Senior Data and Information Analyst will manage local and state-wide health datasets and analyse and translate data for key internal and external stakeholders.

The role will work under the direction of the GICS and HRICS Directors and in collaboration with the GICS and HRICS teams and our partner health services.

## **KEY ACCOUNTABILITIES**

### **Data Strategy**

- Providing strategic advice to GICS /HRICS and its member health services that embeds data governance, analytics and evidence sharing practices in alignment with the GICS and HRICS Business Plans for data capture, use, access, release and analysis.

## **Data Analytics**

- Responsible for the access, maintenance, extraction and analysis of data from a variety of existing datasets.
- Collaborates with VICS colleagues to standardise reporting and reduce duplication of effort.
- Supports and engages in clinical audit activities as required.
- Develops Microsoft Power BI dashboards, and uses data visualisation techniques (e.g. Power BI, R with ggplot2, Python with matplotlib or seaborn) to clearly communicate data insights to clinical, operational, and non-technical stakeholders to inform cancer service improvement, and enabling quality and performance monitoring
- In consultation with the GICS and HRICS teams, develops bespoke data collection tools and methods to support the collection, analysis and presentation of data pertaining to service quality and improvement and research projects (as required).

## **Data and Information Management systems support •**

- Assumes responsibility for data governance, storage, integrity, access and flow on behalf of the GICS and HRICS team.
- Management of database maintenance and administration activities for GICS and HRICS SQL databases via the Victorian data Access Linkage Trust (VALT), including advanced SQL querying (joins, subqueries, and filtering) for extraction and manipulation of large linked datasets.

## **Stakeholder Engagement**

- Engagement and communication with key stakeholders to understand their reporting requirements, clinical context, and how cancer data can be better utilised to measure, benchmark and evaluate cancer service performance, demand, and design
- Assists stakeholders to understand current local, state-wide, and national health information and communication technology initiatives.
- Collaborates with the broader VICS, GICS and HRICS member health services regarding the application of health information and IT initiatives, as a member of the VICS Information Management Group and Data Collaboration Hub.
- Identifies relevant sources of data pertaining to cancer and delivery of cancer services.
- Identifies opportunities to collaborate with other organisations to improve cancer data integrity, access and flow.
- Develops and supports staff to increase their data capability, providing education where necessary on data availability, data accessibility, and analysis techniques.

## **KEY SELECTION CRITERIA**

### **Qualifications and Experience**

- Hold a tertiary qualification in health information management, health informatics, data/computer science or equivalent combination of relevant experience, education and training
- Experience with programming for data analysis and reporting (R and/or Python) is highly desirable.

### **Technical/Professional Knowledge and Skills**

- Advanced knowledge of database structure and theory and demonstrated experience in writing complex SQL queries (joins, subqueries, filtering) for extraction, transformation, and manipulation using the Microsoft SQL Server or equivalent.
- Familiarity with healthcare systems and knowledge of issues pertaining to the provision of high-quality healthcare services.
- Demonstrated skills and experience in health record audit, data collection, management, analysis, and reporting
- High level data analysis and interpretation skills including sound working knowledge of general statistical analysis methods
- Demonstrated ability to develop clear, accurate, and engaging data visualisations using tools such as Power BI, R (ggplot2), or Python (matplotlib, seaborn), with a strong focus on data communication for non-technical audiences

- Understanding of data collection design principles, data integrity and the use of data to inform and evaluate projects.
- Strong understanding of the principles of Data Governance and Security and familiarity with Privacy legislation.
- Well-developed oral presentation and written communication skills, especially for reporting complex analysis to different stakeholders.
- Demonstrated skills and experience in health record audit, data collection, management, analysis, and reporting

### **Work Environment**

- Ability to work collaboratively, sharing responsibility for the achievement of team's goals, objectives and outcomes and thereby contributing to a positive and trusting team culture.
- A strong commitment to customer service, to both internal and external customers.

### **Personal Attributes**

- A willing learner who is flexible and responsive to need with a commitment to ongoing professional and personal development.

### **Interpersonal Skills**

- Excellent oral presentation and written communication skills, especially for reporting complex statistical results.
- Exceptional influencing and relationship management skills including the ability to develop and maintain strong collaborative partnerships with individuals and organizations.
- High-level organisation, problem solving, conceptual and analytical skills
- Ability to plan, organise, set priorities, and complete work on schedule and meet project deadlines

## **ORGANISATIONAL REQUIREMENTS**

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

## **OTHER RELEVANT INFORMATION**

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.

- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.