Position Description

Position Title	Data Analyst
Position Number	30011657
Division	Office of the CEO
Department	Loddon Mallee Local Health Service Network
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Administrative Grade 5
Classification Code	Dependent upon qualifications
Reports to	Safer Together Coordinator
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	- National Police Record Check - Immunisation Requirements - Drivers Licence

The Loddon Mallee Local Health Service Network

The Loddon Mallee Local Health Service Network (LMLHSN) is collaborative partnership between public funded health services in the Loddon Mallee region, aimed at improving health care quality, safety, and service delivery across the region. LMLHSN's vision is to shape the future of health service delivery, ensuring a great person-centred care experience across the region while delivering the right care at the right time in the right place. LMHN operates under the values of Respect, Integrity, and Collaboration.

The geography of this Network spans from the more densely populated Macedon Ranges Shire in the south to the remote and more sparsely populated Mallee Region in the far northwest. This grouping reflects the existing patient flows which follow the main transport routes along the Murray River and down towards Bendigo and Melbourne. This diverse region presents unique healthcare challenges, which the LMHN addresses through a region-wide approach to service planning and delivery. The population served is 334,000 (Victoria) + 9,305 (NSW). Due to the geographical diversity of the region some of the work of the LMHN is best completed in sub-regional groupings.

Network Health Services: Bendigo Health, Boort District Health, Cohuna District Hospital, Dhelkaya Health, Echuca Regional Health, Heathcote Health, Inglewood and Districts Health Service, Kerang District Health, Mallee Track Health and Community Service, Mildura Base Public Hospital, Robinvale District Health Services, Rochester & Elmore District Health Service, Swan Hill District Health.

LMHN Vision: Shaping the future of health service delivery to give our communities a great experience throughout the Loddon Mallee region.

LMHN Values: Respect, Integrity and Collaboration

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

The STP Data Analyst will sit within the Loddon Mallee LHSN STP program, to drive accurate data reporting to share learnings as a region. The STP Data Analyst will play a key role in enhancing the reporting capability of each of the STP projects with the support from the STP Regional Coordinator and the STP Improvement Leads where relevant. The Data Analyst will work closely with Loddon Mallee Shared Services personnel and with local digital champions within the region.

The STP Data Analyst will:

- Work closely with the SCV project team, STP Regional Coordinator and the STP Improvement Leads/STP QI Project Support Office with a focus on understanding each project metrics and project reporting expectations. Evaluate the existing reporting systems and dashboards. Recognise the best way to present project data in meaningful graphs, pie-charts and other visual tools that help tell the data story.
- Develop effective relationships across a range of internal and external stakeholders, within SCV and across LMLHSN health services.
- Work collaboratively to support the data monitoring and reporting of progress against program objectives and plans, embedding a continuous improvement approach to delivery.
- Undertake operational tasks related to the collection and cleaning of both quantitative and qualitative data.
- Support automated data processes and improve data quality.

The role reports to the LMLHSN STP Regional Coordinator and will work closely with the Loddon Mallee Local Health Services team to support broader STP projects, ensuring successful delivery of the Safer Together Program's strategic priorities.

Responsibilities and Accountabilities

Key Responsibilities

Reporting & Compliance
- Develop and maintain Power BI dashboards and reports to support data-driven decision- making.
- Ensure data accuracy and integrity through effective data extraction, transformation, and validation.
- Create regional capability mapping and maintain clear documentation of data sources and reporting methodologies.

Stakeholder Coordination
- Work with SCV and STP ensuring clear understanding of each projects data metrics and monitor any ongoing changes.
- Collaborate with STP Improvement Leads to ensure reporting deadlines are met.
- Respond to reporting requests and data visualisation providing timely, actionable insights.

Communication & Engagement
- Present complex data in clear, visual formats tailored for various audiences.
- Communicate findings and recommendations to support informed decision-making.
- Build trust in data through transparent methods and responsive support.

Training & Education
- Deliver training and support to improve data literacy across project teams and across the LM-LHSN region in general.
- Create guides and resources to help staff confidently use reports and dashboards.
- Provide support with the Teams Assurance platform to the project teams.

Data Strategy & Innovation
- Uphold data governance standards and promote best practices in reporting.
- Identify opportunities to improve and innovate in analytics and dashboard development.

- Stay updated on tools and trends in business intelligence and data analytics.
- Engage with the Application support team to be aware of the upcoming applications roll out

Key Selection Criteria

Essential

1. Tertiary qualification/s or a Certification in data analytics, statistics, public health, information systems, or a related field
2. Proven experience in developing interactive reports and dashboards using Power BI, with a solid understanding of data modelling, visualisation, and DAX.
3. Demonstrated skills in data extraction, transformation, and validation, with a strong focus on data quality, integrity, and compliance with governance standards
4. Ability to analyse complex data, identify trends, and translate insights into clear, actionable information for clinical and non-clinical stakeholders.
5. Ability to work both independently and as part of a team: A self-starter with a collaborative mindset—comfortable taking initiative while also being flexible and responsive within changing program environments.
6. Respect and inclusion: Works well with others to achieve shared goals—communicates openly, respects different perspectives, and helps resolve conflict constructively to support a positive team environment.

Desirable

7. Experience working within healthcare or clinical environments, particularly in projects focused on safety and quality improvement.
8. Familiarity with data governance frameworks, health data standards, and privacy compliance.
9. Experience in training, coaching, or supporting teams to build data literacy and confidence in using analytical tools and dashboards.
10. Interest in health improvement: Interest in improving healthcare systems and outcomes; clinical knowledge in a related area is welcomed but not essential.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**

- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.