

Position Description

Position Title	Digital Costing Analyst
Position Number	30013034
Division	Finance and Resources
Department	Financial Planning & Analysis
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative G4 L1 – L5
Classification Code	HS4 – HS29
Reports to	Director - Financial Planning & Analysis
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Immunisation Requirements

Bendigo Health

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

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

Reporting to the Director Financial Planning & Analysis, the Digital Costing Analyst is responsible for the continued development, maintenance and quality improvement of clinical and financial costing reporting at Bendigo Health. Ownership of data quality and reporting outputs that matches clinical costing and the financial information in the general ledger with the clinical activity data of the health service. Representation of patient activity and costing is essential for understanding in treating a patient including the services or products used and plays a vital role in Activity Based Funding (ABF).

The role is responsible for the delivery of accurate and timely clinical costing information for performance analysis and business decision making within Bendigo Health. The role will also collaborate with Health Information Services (HIS) and Performance Reporting Unit (PRU) to build systems to attain source data for upload automation. Build agile reports for Business Unit Manager for insightful costing analytics for the operation function of the hospital.

This is a transitional role with genuine scope to grow. Opportunity to stabilise and improve current workflow and integration of Costing and Health Service Activity the role will be assisting the Business and Costing Analyst with upload clinical and financial data in a timely and complete manner.

As a Digital Costing Analyst, you will have excellent knowledge of business intelligent tools, healthcare and business processes, hospital funding policy, finance and accounting, business performance management and information technology. This role is to provide accurate reporting of patient activity for Bendigo Health in accordance with industry standards.

Responsibilities and Accountabilities

Key Responsibilities

The role is responsible for maintaining the integrity and accuracy of the costing data, including:

Digital Cost Updates & Insights

- Manage and update digital cost data, ensuring accuracy and timeliness in partnership with department of health.
- Surface key cost trends, variances, and optimisation opportunities through regular analysis and reporting.
- Present actionable insights to the finance, costing, executive and business units.

Data Analytics & Reporting

- Develop and maintain Power BI (or similar) dashboards to visualise patient activity, costing patterns, and financial performance.
- Enable self-serve analytics for stakeholders, promoting financial transparency and digital literacy.

Forecasting & Financial Modelling

- Support hospital department for forecasting patient outcomes, collaborating with Finance and business units.
- Build financial models to project digital cost scenarios, business case and assess impact.

Key Selection Criteria

Essential

1. Relevant tertiary qualifications in Information Technology (or equivalent industry certification) with extensive experience in BI development, data engineering, or similar roles.
2. Strong expertise in Microsoft BI solutions, including advanced SQL, SSIS-based ETL development, SSAS data marts and OLAP cubes, SSRS and Power BI reporting, and proficiency in MDX and DAX.
3. Demonstrated ability to analyse complex data structures and schemas to design and deliver innovative, business-focused BI and reporting solutions.
4. Strong understanding of relational database principles, data warehouse design and development, and the software development lifecycle.
5. Solid understanding of business principles, continuous improvement practices, and key organisational performance indicators.
6. Excellent communication and collaboration skills, with the ability to work effectively in teams and independently, and to translate complex technical concepts for non-technical stakeholders

Desirable

7. Experience working in a hospital environment, including knowledge of Victorian public hospital data, with strong understanding of healthcare reporting contexts.
8. Flexibility and adaptability to operate in changing environments, with the ability to introduce innovative concepts and positively influence outcomes.
9. Strong conceptual, analytical, and report writing skills, with the ability to translate data into clear and meaningful insights.
10. Excellent interpersonal, communication and stakeholder engagement skills, supported by strong professionalism, attention to detail, accuracy and time management.

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.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- 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.