

Position Description

Position Title	Clinical Data Analyst
Position Number	30100403
Division	Quality and Risk
Department	Quality and Risk
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Administrative G4 L1 – L5, Clinical Nurse Consultant A – B or Allied Health Classifications (Dependent on Experience and Qualification)
Classification Code	HS4 – HS29, ZF4 – ZJ4 or Allied Health Classifications (Dependent on Experience and Qualification)
Reports to	Chief Quality Officer
Management Level	Tier 3 - Business Manager
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 • Drivers Licence • 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

The Clinical Data Analyst is responsible for

- leveraging innovation and technology to shape system design that strengthens organisational governance across Risk, Incident/Feedback, and Quality processes, ensuring effective oversight of outstanding actions and transparent governance reporting.
- collating, analysing, and interpreting clinical data to support healthcare decision-making, improve patient care, and ensure compliance with regulatory standards.
- collaborating with staff to identify trends, generate reports, and provide insights that help optimise healthcare delivery and outcomes

Responsibilities and Accountabilities

Key Responsibilities

- Extract, transform, and analyse complex information from a variety of clinical systems
- Support leadership in a variety of analytical needs including data analysis, key performance indicators, data visualisations, and routine and ad hoc reporting
- Support reporting to external agencies and data portals
- Support assessments of service delivery practices to identify and recommend improvement opportunities in care delivery, safety, and/or resource optimisation
- Facilitate process improvement by utilising methods and tools, project and change management principles, structured data collection and analysis techniques to enable problem solving and effective communication of data
- Provide insightful interpretation of data to support projects including strategy, business cases, quality improvement, performance, funding, research, evaluation etc.
- Provide expert advice and educates staff on data results and interpretation, with the goal of improving data literacy across the organisation
- Engages in data quality and other internal process improvement initiatives to support continuous improvement and resolve reporting issues
- Prepare automated reports for operational and managerial considerations

Key Selection Criteria

Essential

1. Degree in a related discipline such as Health Informatics, Statistics, Computer Science, Social Sciences, Psychology or similar.
2. Extensive experience in a decision support, data analysis or analytical environment.
3. Strong knowledge of legislative, privacy and ethical requirements for working with health data.
4. Strong problem solving, analytical and critical thinking skills.
5. Advanced technical skills working with large datasets, data storage systems and database management systems.
6. Experience with programming languages such as SQL, DAX, Python or R.
7. High proficiency in Excel, MS Office, statistical analysis and data visualisation tools such as Power BI.
8. Ability to work collaboratively with stakeholders in a facilitative and consultative manner.
9. Strong organisational and time management skills with the ability to prioritise a varied workload and work in an environment of change and continuous improvement.
10. Excellent verbal and written communication skills with the ability to influence, negotiate, introduce new concepts and engage with staff at all levels within the healthcare system.

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.