

# Position Description

Position Title	Data and Surveillance Analyst
Position Number	30009049
Division	Community and Public Health Services
Department	Public Health Unit
Enterprise Agreement	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Classification Description	Administrative Grade 4 Level 1 – Level 5
Classification Code	HS4 – HS29
Reports to	Clinical Unit Head - Loddon Mallee Public Health Unit
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 newborn babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

## 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

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

## The Community and Public Health Services Division

The Community and Public Health Services Division has a primary focus on improving the health outcomes of the communities in our region. With a range of local and regional programs supporting place-based health promotion, prevention, care and support, they work collaboratively with other Divisions and regional partnerships and networks to support quality outcomes. The Division has a strong leadership role in the Loddon Mallee Region and is committed to ensuring processes are in place to deliver on our vision.

The Division provides support for the Public Health Unit, Community Services, Aged Care Residential Services (200+ residents), Infection Prevention & Control and Public Private Partnership (PPP) and has key roles in public health, inclusive of health promotion and prevention, Aboriginal Services, vaccination/testing clinics, infection control practices, Bendigo Hospital maintenance, carer support and community nursing.

In addition, the Community and Public Health Services Division holds the professional portfolio of Chief Nursing and Midwifery Officer. Nurses are the largest work group within Bendigo Health and the position is focused on supporting our nursing workforce to feel valued and empowered.

## The Loddon-Mallee Public Health Unit

The Loddon-Mallee Public Health Unit (LMPHU) works to keep our regional community healthy, safe and well. We use local knowledge, community-based relationships and direct engagement to effectively tailor and deliver public health initiatives and respond to incidents and issues within the Loddon-Mallee region.

First established in 2020 to manage local cases and outbreaks of COVID-19, LMPHU now has a wider range of responsibility for the prevention and control of communicable and non-communicable diseases and health threats. LMPHU works in partnership with primary, acute and community health services, state government agencies, local governments and local communities to promote health and wellbeing, and tackle inequalities in health, for all those living in the Loddon-Mallee region.

## The Position

The Data and Surveillance Analyst position works within the LMPHU and supports a range of data functions from data management, ensuring data quality, data generation (collection and analysis) to data use (interpretation and response).

The successful candidate will support the LMPHU and work closely with the epidemiologists, clinical staff and health protection unit, to develop and maintain data products relating to surveillance, reporting, data quality and business intelligence and contribute to the process of drawing valuable insights from data. The Data and Surveillance Analyst will support the prevention and population health teams, maintaining data profiles, with the opportunity to work with a range of government and hospital data sources. A good understanding of data sharing agreements between LMPHU and external agencies is required to ensure data transfer, storage and dissemination is in keeping with these guidelines and broader legislative requirements for data privacy.

This role will contribute to delivery of a resilient and sustainable place based public health response with a focus on data integrity, measuring and delivering outcomes. As one of nine local public health units in Victoria, LMPHU public health activities continually evolve to meet community and regional health needs.

The Data and Surveillance Analyst may take a role in and contribute to other activities of the broader public health unit as required.

## Responsibilities and Accountabilities

### Key Responsibilities

- Competent in data extraction, analysis and reporting to support activities of LMPHU
- Develop enhanced datasets and tools to best inform public health decision making and actions
- Provide data expertise, direction, advice and support in response to notifiable disease management  
Make use of large health datasets to initiate and support statistical modelling and data analytical projects within the LMPHU.
- Maintain situational awareness of current public health problems and use available data sets to identify trends in health outcomes in the Loddon Mallee region.
- Keep accurate and complete records of work activities in accordance with legislative requirements and the LMPHU's records, information security and privacy policies and requirements.
- Collaborate with data analysis teams across Victorian Local Public Health Units and the Department of Health to ensure accurate and consistent reporting of communicable diseases in line with relevant state and national definitions and guidelines
- Receive information from external stakeholders and format it for incorporation with LMPHU data systems including PHESS, the Communicable Disease surveillance system.
- Monitor the completeness, accuracy, reliability, integrity and timeliness of LMPHU data collections and reporting, particularly for notifiable conditions are in accordance with national and state reporting requirements and protocols.
- Under guidance from the Clinical Unit Head develop and maintain a suite of reports and dashboards using the relevant reporting tools to enable assessment of notifiable and, quality and operational monitoring systems in the Loddon-Mallee.
- Developing and growing data capacity and capability in others
- High quality data sharing communication approach; using diverse formats, platforms and language styles for engaging audiences with different levels of research understanding and to communicate complex concepts including data
- Managing, integrating and interpreting large data sets to inform policy or interventions in a large organisation, emergency response, population science and/or public health setting.
- Maintain compliance with organisational policies concerning patient/client and staff confidentiality.
- Undertake other reasonable duties, complex tasks and projects as required to meet the objectives of the LMPHU.

### Generic Responsibilities

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**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 socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

### Essential

- 1) Formal qualification in Information Technology, Computer Science, Epidemiology, Biostatistics or related field
- 2) Experience with data collection, extraction, cleaning, analysis, and visualisation using large data sets
- 3) Demonstrated experience in managing large, multi-pronged projects
- 4) Advanced Excel and computer system skills including experience in data extraction, manipulation and analysis for reporting purposes

- 5) Demonstrated experience with data coding and modelling using analytical platforms (such as Tableau, Power BI, Azure Databricks, R studio, Stata)
- 6) Well-rounded logic and problem-solving skills with attention to detail
- 7) Highly developed organisational skills with the ability to navigate changing priorities ensuring deadlines are met.
- 8) Demonstrated organisational skills with the ability to meet tight deadlines
- 9) Self-directed and autonomous, with the ability to prioritise tasks as needed
- 10) Proven ability to work collaboratively as a part of a team

## Desirable

- 11) Knowledge of health information management issues and/or previous experience with a wide-range of software applications including TREVI, PHESS, ArcGIS, Tableau, Python or other analytic or reporting packages.
- 12) Knowledge of population health information, monitoring systems and data governance processes

## Mandatory Requirements

**National Police Record Check** A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Immunisation** As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

*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.*