



Position Description

Position Title	LMLHSN Health Information Analyst
Division	Office of the CEO
Department	Loddon Mallee Local Health Services Network
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2025-2027
Classification Description	Administrative Grade 6
Classification Code	HS6
Reports to	Manager Regional Programs
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • Drivers Licence • Immunisation Requirements

The Loddon Mallee Local Health Service Network (LMLHSN)

The Loddon Mallee Local Health Service Network was established on 1 July 2025 by the Victorian Department of Health to strengthen collaboration among health service providers and improve health service delivery across the Loddon Mallee region.

The strategic priorities being focused over the next three years (2025-2028) are:

- Improving access and equity of care
- Enhancing workforce support with collaborative planning
- Focusing on quality and safety and
- Optimising efficient resource use.

More information about the Victorian LHSN can be found: [Local Health Service Networks | health.vic.gov.au](https://health.vic.gov.au/Local-Health-Service-Networks)

In the LMLHSN work is underpinned by the following vision and values:

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

Values: Respect, Integrity and Collaboration

LMLHSN is governed by a CEO and a Board Chair Committee, comprising representatives from the 13 public health services in the region. Strategic initiatives are delivered through projects sponsored by CEO leads and implemented by an agile network team working across all partner health services.

Staff considering employment opportunities in network are expected to:

- Work in a hybrid model, with flexibility to travel across the region for meetings and collaboration events.
- Access hot desk office spaces at Bendigo Health and other health service sites (bookable as needed).
- Maintain a suitable home office setup (IT equipment provided) and be proficient in using online collaboration tools.

Bendigo Health

Bendigo Health is the fundholder and host of the LMLHSN function, therefore is the employer of the network staff. Bendigo Health is the major regional health service in the Loddon Mallee, learn more by visiting the website: [Bendigo Health Website - About Bendigo Health](#)



Bendigo Health 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.

Bendigo Health's work is underpinned by the following vision and values:

- Vision: Excellent Care. Every Person. Every Time.
- 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

LMLHSN requires an inaugural Health Information Analyst who is responsible for guiding the design and delivery of health information intelligence and analytic systems to inform network wide health reforms. This role combines both health and business analysis, in understanding organisational context, processes, and priorities, translating these needs into practical solutions.

This inaugural position has been funded for an initial 12-month period to establish the health information and analytics capability required to support network-wide reform. The outcomes, insights, and efficiencies generated through the role will inform decisions regarding ongoing investment and capability expansion.

Responsibilities and Accountabilities

Key Responsibilities

Transform available data into actionable insights that support strategic planning, service redesign and investment decisions. Use and enhance systems to integrate and analyse data from across the region to undertake service planning and reforms, such as:

- identify opportunities to improve patient outcomes,
- enhance service efficiency,
- reduce unwarranted variation in care, and
- optimise the use of scarce workforce and financial resources.

Support the development of practical operational reports and dashboards tailored to the needs of smaller health services, many of which have limited in-house analytical capability, in particular reports would provide visibility of:

- activity e.g., track increases in acute care (at smaller health services) and uplift in virtual care,
- demand, and
- performance

Providing ongoing performance monitoring and evaluation. This would enable the network to track the impact of change initiatives in near real time to:

- identify emerging risks and opportunities,
- adapt programs more rapidly to maximise benefits, and
- embed sustainability and value.

Use existing reporting tools and analytical products, develop dashboards and analytical reports that provide clinicians, managers and executives with easy access to meaningful performance information. This capability would strengthen transparency, accountability and data-informed decision-making across the network while building a culture of continuous improvement.



Assessing opportunities and making recommendations to responsibly leverage emerging technologies,
including artificial intelligence, to:

- accelerate analytics,
- improve reporting capability and
- support innovation,
- ensuring compliance with governance, privacy and ethical requirements within healthcare settings.

Participate in the establishment of the foundations for a shared data environment that will:

- enables participating health services to access consistent, reliable and timely information for planning, reporting and performance improvement
- generate valuable intelligence regarding data availability, quality, integration opportunities and priority use cases
- inform the development of a robust business case for a regional data warehouse, ensuring future investment is aligned to regional needs.

Key Selection Criteria

Essential

1. Tertiary qualification/s Information Technology, Data Science, Health Information Management or equivalent industry qualification.
2. Experience in health information and business analysis, including requirements gathering, process mapping, solution design, stakeholder engagement and technical analysis to translate into technical specifications.
3. Demonstrated experience in Microsoft Business Intelligence solutions, SQL with the ability to analyse complex data and schema issues to develop innovative, business-focused reporting solutions.
4. Demonstrated ability to manage priorities and deliver high-quality outcomes within agreed timeframes, including experience with supporting organisational change
5. Strong stakeholder engagement skills, including ability to work collaboratively across multiple sites.
6. Ability to work both independently and as part of a team.
7. Excellent written and verbal communication skills with the ability to translate technical concepts for non-technical audiences clearly and concisely.
8. Well-developed written and verbal communication skills.

Desirable

9. Experience working within rural or regional health services and an understanding of complex context working in health.

Generic Responsibilities

All LMLHSN 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 LMLHSN 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.