

POSITION DESCRIPTION

POSITION:	Data Analyst
AREA:	Health Workforce Planning and Reporting
REPORTS TO:	Manager Health Workforce Planning and Reporting
DIRECT REPORTS:	None.
CLASSIFICATION:	Level 3

RURAL WORKFORCE AGENCY, VICTORIA LIMITED (RWAV)

RWAV's vision is to achieve health equity for rural, regional and Aboriginal Victorians.

At RWAV we create sustainable health workforce models that support Victoria's rural, regional and Aboriginal communities.

We draw on trusted relationships, smart data and best practice to establish models that are capable, connected and tailored to the communities they serve.

OUR MISSION

To apply contemporary workforce development strategies that advance rural, regional and Aboriginal Victorians' access to high-quality health care.

OUR VALUES

It is integral for all of our employees to share in our values of **Respect, Accountability, Collaboration, Innovation and Courage.**

YOUR ROLE

The primary function of the Data Analyst is to lead the data collection, data management, analysis, research, reporting and efficiency of RWAV Health Workforce Planning and Reporting and related RWAV projects. You will:

- bring advanced skills and experience in data management, analytics, problem solving, teamwork, advanced communication, autonomy, curiosity, creativity and commitment to innovation.
- Effectively communicate, liaise with and further build on key relationships with internal and external stakeholders and Subject Matter Experts (SMEs).

Day to day activities may include consulting with SMEs regarding their analytical needs, problem-solving, coding, creating dashboards, visualisations, developing outcome measures, exploring qualitative and quantitative data, modelling, forecasting and writing effective reports, briefings and discussion papers.

This is a full-time, two-year fixed term role. Part-time (0.8FTE) will be considered. We offer a hybrid work from home/ office model, flexible work/ life balance, salary sacrificing benefits, professional development and monthly "Flexi Days" off.

KEY RESPONSIBILITIES

1. Coordinate key activities in the Health Workforce Planning and Reporting team, including data management, analysis, research, planning and evaluation.
2. Identify and manage opportunities to improve data collection, data integrity, data security and business processes with a focus on efficiencies, customer service and effective communication (verbal and written).
3. Apply, analyse and evaluate data and related activities; provide expert advice and reports on planning, sourcing data, data management, analysis and evaluation to support RWAV's business needs and growth opportunities.
4. Be self-driven, a team player, curious and tech-savvy while managing competing priorities, delivering timely results and upholding RWAV Values.
5. Other duties as directed by manager in accordance with the priorities of RWAV or the activity work plans for funded programs and consistent with the skills required for the role.

SELECTION CRITERIA

1. A post-graduate qualification in statistics, mathematics, data science, computer science or equivalent.
2. At least 4 years' experience in a similar role/ organisation. Experience in rural health, population health and or indigenous health is a bonus.
3. Advanced technical skills/ application in problem-solving, analytics, data management, effective solutions, visualisation, evaluation and reporting.
4. Intermediate to advanced proficiency in programming languages, such as R (preferred) or Python. Experience in Tableau, Power BI and other software.
5. A highly effective communicator with the ability to share advice, build and maintain key working relationships across RWAV and externally; to ensure a high level of service to customers.

PERSONAL QUALITIES/ BEHAVIORS

1. A focus on sustainable solutions, innovation and customer service.
2. Being adaptive, reliable, flexible, highly organized and working to deadlines.
3. A growth mindset, willingness to learn and share knowledge.

REVIEWED:	May 2022
CONDUCTED BY:	Manager People and Culture
APPROVED BY:	General Manager Strategy and Stakeholder Engagement
NEXT REVIEW:	May 2022

As occupant of the position I have noted the role and primary responsibilities as detailed in this document.

Employees Signature: -----

Manager's Signature: -----

Date: -----