

POSITION TITLE	Data Officer
REPORTS TO	Senior Manager, Business Intelligence & Innovation
DIRECT REPORTS	Nil
TEAM	Business Intelligence & Innovation
LOCATION	Work from home
POSITION CLASSIFICATION	Level 5
RELEVANT AWARD & CLASSIFICATION	Above Award
EMPLOYMENT STATUS & HOURS	Full time, 1.0 FTE, 76 hours per fortnight

Primary Purpose

The purpose of this role is to assist the Business Intelligence & Innovation team in carrying out data and analytical tasks associated with assessing population health needs, planning services, monitoring performance, and evaluating results for reporting to the Western Queensland Primary Health Network (WQPHN) Board, Senior Management Team, and employees.

Role Functions

The Data Officer role is responsible for the following key functions within WQPHN:

- Provide support to the Business Intelligence & Innovation team with data cleaning, collation and presentation for planning, performance monitoring and evaluation activities.
- Assist in the preparation of internal and external organisational deliverables, including but not limited to:
 - Department of Health and Aged Care (DoHAC) Activity Work Plans and Needs Assessments,
 - periodic reports to AGDoHAC and other funders, and
 - Annual Reports, Board Reporting and publications and presentations for public audiences.
- Provide data support to assist in operationalising WQPHN's Performance and Outcomes Framework.

Key Responsibilities and Accountabilities

1. Ensure data integrity of all outputs when extracting, cleaning and collating data.
2. Ensure forms and other data entry templates are designed to maximise data output quality.
3. Ensure data entry into various platforms is consistent and validated.
4. Present data outputs using a range of data and design tools to present accurate and validated outputs that meet required design principles and are appropriate for the intended audience.
5. Self-directed upskilling in the selected goal alignment solution to the superuser level.
6. Assume system ownership of goal alignment solutions and other non-core systems managed by the Business Intelligence & Innovation team.
7. Champion and train staff to ensure effective use, quality data input, and reporting.

Our Commitment to Reconciliation

WQPHN is committed to undertaking all work within a culturally inclusive, sensitive and safe framework that supports Reconciliation. The [Reconciliation Action Plan](#) shows WQPHN's commitment and dedication to embedding reconciliation initiatives into everyday work.

Minimum Qualifications and Competencies

1. Strong interpersonal communication skills to build and maintain relationships with the ability to engage respectfully.
2. Proven ability to work with minimal supervision, managing conflicting deadlines with strong attention to detail.
3. Advanced skills in Microsoft Office (Excel and PowerPoint are essential) and other office productivity tools, with the aptitude to learn new software and systems.
4. Experience with form development tools (MS Forms, SharePoint, SNAPFORMS, Survey Monkey, Qualtrics).
5. Experience with design and publishing tools experience is advantageous (Lucidchart, Visio, Canva, Powtoon, Scribe).
6. Awareness of design principles and audience considerations (diversity, knowledge, interest, register and tone) is advantageous, however, training and guidelines will be provided.

Key Performance Measures

1. Demonstrate and model the WQPHN values.
2. Deliver against allocated WQPHN strategic objectives, business plan and performance frameworks, reflecting the Health Needs Assessment and DoHAC and other funder/stakeholder deliverables.
3. Meet deadlines with quality work outputs that are accurate and validated.
4. Meet required design principles with data outputs that are appropriate for the intended audience.
5. Handle all data in accordance with policy guidelines.
6. Meet 100% completion of mandatory and organisational training priorities.

Key Relationships

Internal

- Business Intelligence & Innovation Team
- Senior Performance, Compliance, and Risk Advisor
- Office of the Chief Executive Officer

External

- Australian Government Department of Health & Aged Care (AGDoHAC) and other government departments
- RFDS, CheckUP, HWQ and other partner organisations related to PHN primary healthcare activities
- Queensland Health and other hospitals or health services across three HHS regions
- Nukal Murra Alliance and other partner groups
- Clinical service providers and other health professionals including general practice
- Other health service providers, community sector agencies, contractors and business advisors.



Acceptance

EMPLOYEE NAME			
EMPLOYEE SIGNATURE		DATE	