Position Description

Position Title:	Data and Analytics Manager - GVPHU
Reports to:	Clinical Director Local Public Health Unit
Department:	Local Public Health Unit
Directorate:	Community Care
Cost centre:	M1549
Code & classification:	Scientist Grade 3 Years 1 - 4 (RY9 - RZ3)
Employment conditions:	AMA Victoria - Victorian Public Health Sector – Medical Specialists EBA 2022 – 2026 and it's successors, and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Local Public Health Unit (LPHU) initiative was developed to provide a decentralised COVID-19 case, contact and outbreak management function across the state of Victoria. Goulburn Valley Public Health Unit GVH PHU is one of the original nine public health units, covering a catchment of 200,000 people across seven local government areas in central Victoria. Since its inception, the GVPHU has expanded its operations to include the surveillance and public health management of the majority of notifiable infectious diseases in the catchment, prevention of non- communicable diseases, emergency management and community engagement.

The Data and Analytics Manager will lead the GVPHU intelligence functions as they relate to local communicable and non-communicable disease epidemiology

This will include working closely with the epidemiologists, data analysts, clinical staff and operational staff within the unit to develop situational awareness, operational tools and evaluation reports across the primary domains of function in the public health unit, including communicable disease control, health promotion, and disease prevention. This role will also be required to liaise with equivalent roles in other public health units in Victoria to share intelligence and expertise as appropriate.

This Data and Analytics Manager will liaise with a number of other external agencies to secure access to relevant datasets including the Victorian State Department of Health, the Commonwealth Department of Health, and others. This role is required to develop a good understanding of all existing data sharing agreements between GVPHU and external agencies, and ensure that data transfer, storage and dissemination is in keeping with these guidelines and broader legislative requirements for data privacy.

This is a management position and carries with it the professional responsibilities of daily operational leadership, management of staff operational issues, training, and administrative requirements. This role will oversee a range of analytical projects completed by data analysts, staff epidemiologists and research

students. This role will also provide technical input into a range of additional projects completed by other teams in the unit.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to the following:

- Work with the Clinical Director to establish the public health intelligence priorities for GVPHU
- Be responsible for the strategic planning, development and management of local data infrastructure to support regular analysis and reporting on local communicable and non-communicable disease epidemiology for GVPHU and the broader health service
- Develop data infrastructure and training programs on appropriate data access and security to support staff to utilise protected data sources from across the Victorian Public Health Network
- Ensure that local contributions to state-wide public health data sets meet minimum quality standard as agreed between the Victorian Department of Health and GVPHU, particularly in regard to the Public Health Event Surveillance System (PHESS). Contribute to evaluation of the utilisation of these systems
- Work with internal and external agencies to develop processes that ensure access, transfer and storage of available governmental and hospital datasets is in line with existing data sharing agreements
- Oversee analytical projects within the Data and Analytics Team, including responding to data requests for clinical and research purposes. Coordinate team priorities in order to support the strategic objectives of the broader unit and health service in consultation with the Clinical Director
- Oversee research projects within the Data and Analytics Team. Provide technical support for research projects that and based in other teams within the unit
- Provide leadership and develop and maintain strong, cohesive working relationships across all levels of health services, government and the health sectors, including non-government organisations and community members
- Ensure compliance with contemporary human resource management practice and principles including workplace health & safety, employment equity and anti-discrimination requirements
- Ensure adequate allocation and rostering of the multidisciplinary team, within agreed operational budget and in accordance with current award and EBA conditions
- Be responsible for the recruitment and development of qualified staff within the LPHU including annual performance reviews, accreditation of specific clinical skills and emergency procedures through mandatory training and attendance at relevant training
- Participate in the planning, implementation and evaluation of education and staff development programs based on identified needs within the LPHU and GV Health

POSITIONS REPORTING TO THIS ROLE

- Epidemiologist **–** Local Public Health Unit
- Data Analyst **–** Local Public Health Unit

RESPONSIBILITIES FOR MANAGEMENT POSITIONS:

- Actively manage employees by conducting annual performance reviews and ensuring that health and safety, all Mandatory Training, employment principles and legislative requirements are met and maintained;
- Identify employee education and development needs, recognise competencies of employees and ensure employees complete compulsory competencies;
- Participate in supervision of graduates, junior employees, students, orientation programs, preceptorship, mentoring and performance enhancement responsibilities;

- Provide opportunities for staff to attend mandatory core competencies and monitor compliance;
- Actively recruit and manage all aspects of workforce demands;
- Computer literacy at intermediate level for Microsoft applications;
- Demonstrated business planning, policy, financial and human resources management skills;

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

- Master's Degree or equivalent in either Data Science, Applied Science, or Epidemiology or higher from an accredited college or university

Essential:
- Knowledge of the Australian and Victorian health system, as well as emerging directions within health nationally and internationally
- Experience in data analytics and applying statistical methods
- Knowledge of R coding language
- An understanding of policy and legislative frameworks
- Demonstrated leadership skills to lead change in a complex environment and an ability to articulate a vision to engage and unify staff
- High level verbal communication and advanced report writing skills
- Effectively negotiates with clients/stakeholders to achieve desired outcomes
- Anticipates potential problems and pre-empts required actions. Continually liaises to ensure full understanding of issues. Evaluates implemented courses of action and adjusts as required
- Satisfactory National History Criminal Check prior to commencement of employment

Desirable:
- Experience in undertaking epidemiological investigations and developing outbreak reports
- Experience conducting, writing and publishing academic research
- Experience with analytical software packages and coding languages such as SQL, Microsoft Power BI and REDCap
- Experience with current Victorian Department of Health communicable disease data management systems such as TREVI and PHESS

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful achievement of:

- Rostering which is completed in accordance with the relevant Enterprise Agreement requirements
- Budget management and the department is within budget, performance and development reviews are completed on time, training and core competency requirements are met as per the GV Health Education Framework and leave balances are managed in accordance with the policy and procedure to minimise liability
- Promoting and enabling of effective teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;

ALL GV HEALTH STAFF ARE REQUIRED TO

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Victorian Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Community Care	Data and Analytics Manager
Reviewed by:	William Cross
Issue Date:	22/07/2025

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:

COMPASSION	EXCELLENCE
RESPECT	ACCOUNTABILITY
	TEAMWORK
	ETHICAL BEHAVIOUR

GV Health Vision and Values: Values and Vision - GV Health

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: Strategic Plan 2024-2026 - GV Health

FOR MORE INFORMATION
Application tips: Application Tips - GV Health
GV Health: https://www.gvhealth.org.au/about/
Child Safety and Wellbeing: Child Safety and Wellbeing - GV Health
Living in Goulburn Valley: Goulburn | Regional Living Victoria
GV Community Connector: Community Connector Program for Businesses