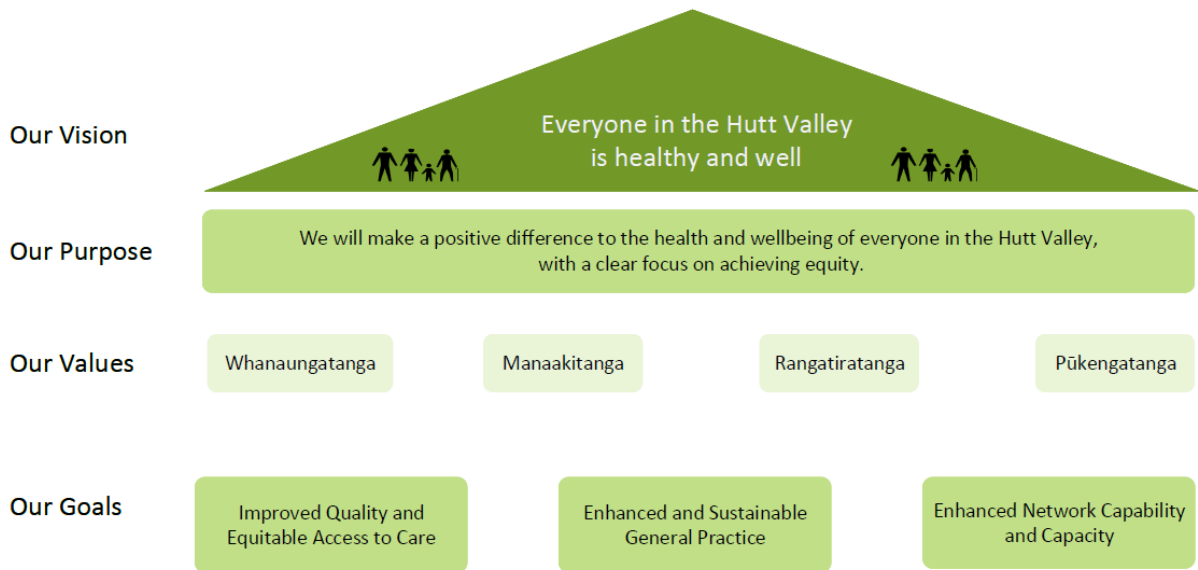




Job Description

Position title:	Intermediate Information Analyst
Reports to:	General Manager, Knowledge Management
Direct reports:	Nil
FTE:	1.0 FTE, unless variation agreed by employer and employee
Functional Relationships:	Te Awakairangi Health Network management and staff General Practitioners, Practice Nurses and other practice staff Capital and Coast and Hutt Valley District Health Board staff Other primary and community providers Staff of other DHBs and PHOs (as required) Ministry of Health staff

Te Awakairangi Health Network



The Network is located at 330 High Street, Lower Hutt and operates in various other locations around the Hutt Valley.

Treaty of Waitangi: Te Awakairangi Health Network is committed to Māori clients and stakeholders and ensuring service activity, development and implementation is undertaken in accordance with the principles of the Treaty of Waitangi – Tino Rangatiratanga, Equity, Active Protection, Partnership and Options.

Position Summary: The role of the Information Analyst is to proactively provide analysis, advice and products that support Te Awakairangi Health Network (TeAHN) and our key stakeholders to achieve our strategic goals.

The Information Analyst sits within the Knowledge Management Team. The aim of this team is to support TeAHN and its Practices to collect and use timely and accurate information. The information Analyst will work closely with the Senior Information Analyst in the team. The team aims to lead the cultural change to data driven decision making at all levels of the network, while raising the maturity of the data and information management lifecycle at TeAHN and across its General Practices.

The Information Analyst will focus on:

- Supporting the Senior Information Analyst to design and implement the new Business Intelligence environment in Azure
- Automation of regular reports where possible and support the development of a simplified data ecosystem
- Delivery of regular reports
- Documentation of data processes and business rules
- Support effective management of our information products to improve visibility, accessibility and retention/disposal practices
- Develop and introduce data quality processes using DataOps where possible
- Work with the organisation to design quality improvement initiatives that are supported by quality reports and insights

Key Objectives	Performance Indicators / Outcomes
1. Information and data analysis	<ul style="list-style-type: none"> • Provide input to the formal reporting for projects, programmes and services to meet regular reporting requirements • Extract and prepare appropriate data/information as required • Conduct exploratory analysis of available data sets, and design, develop and test complex queries to fulfill ad hoc data requests • Maintain data and information quality and integrity while ensuring that information is accessible to TeAHN management and staff to support their work • Prepare, to a high-quality standard, clear and comprehensive documentation of data including notes specifying sources, assumptions, and analytical tools applied • Provide analysis for TeAHN’s performance framework implementation • Provide data mapping documentation to support the implementation of the new Business Intelligence environment.
2. Information and data presentation	<ul style="list-style-type: none"> • Provide scalable, high quality reports, and dashboards that utilise the capabilities of Power BI and employ best practices in design and data visualisation. • Use creative problem-solving skills to move quickly from design to delivery of information products
3. Client focus	<ul style="list-style-type: none"> • Consult with the Project Owner, Project Manager or commissioning manager or staff member around desired outcomes

	<ul style="list-style-type: none"> • Act as a consultant to TeAHN management and staff advising on the availability of data that may assist in the productivity of work areas • Contribute to audit and review programme activities, including (but not limited to) formatting reports, accessing required data, communicating the process to providers, compilation and/or analysis of data collected for review • Design, develop, and ad hoc and ongoing metrics, reports, analyses, dashboards, etc. to build awareness of key opportunities and risks across the organisation, inform better business decisions, and areas for improvement to the business
4. Privacy and Security	<ul style="list-style-type: none"> • Always maintain the privacy and security of data, ensuring reports are sufficiently anonymised to prevent the identification of individuals • Ensure data is held within secure environments, moved out of the PHO environment only when necessary using appropriate tools and deidentification • Using non identifiable data where possible and appropriate in reporting and advise clients when designing reports of this requirement
5. Data management in the health sector environment	<ul style="list-style-type: none"> • Understand the specific requirements in the management of health care data • Align with the Knowledge Management Team Reporting Framework • Align with the Data Protection and Use Policy, published by the Social Wellbeing Agency and adopted by the Hutt Health Data Governance Group
Common Organisational Objectives	
6. Treaty of Waitangi, Māori, Iwi, Pacific communities	<ul style="list-style-type: none"> • Understands the provisions of the Treaty of Waitangi - partnership, protection and participation – and how they are applied in the health sector • Understand and contribute to the implementation of the Māori Health Strategic Plan and the Pacific Health Action Plan, or similar plans as developed by Te Awakairangi Health Network from time to time. • Follow the requirements of the data governance group and be cognoscente of Maori Data Sovereignty considerations when designing reports
7. Accountability: <ul style="list-style-type: none"> ▲ Information ▲ Teamwork ▲ Safe practice 	<ul style="list-style-type: none"> • Follow established procedures for recording information and maintaining privacy and confidentiality • Demonstrates accountability for own actions • Act independently and also as a member of the multidisciplinary team • Work at the top of their scope and actively seeks to extend knowledge • Requests assistance when required • Provide support for team members in the handling of health data in accordance with established Health sector data protocols.
8. Health and Safety	<ul style="list-style-type: none"> • Ensures the safety of self and others at all times • Reports any health and safety concerns through to the appropriate people • Complies with policies, procedures and safe systems of work
9. Contribute to the wider team within the organisation	<ul style="list-style-type: none"> • Participate and work in ways that support the strategic direction and objectives of the Te Awakairangi Health Network

	<ul style="list-style-type: none"> • Contribute to the wider team to ensure that projects are managed, delivered on time and within allocated resources • Provide timely communication of any information that impacts on other team members • Participate in organisational meetings, team meetings, planning sessions, training and quality improvement initiatives • Work with the other members of staff to meet the objectives of the Business Plan, Māori Health Plan and Pacific Health Plan • Proactively supports the wider team to understand data and information management.
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Person Specification
<p>Skills and attributes required</p> <p>Communication</p> <ul style="list-style-type: none"> • Actively shares information, ideas and experience with others and works to lift the understanding of colleagues in interpreting health data and information • Works to build trusting relationships with customers and key stakeholders • Communicates sensitive messages or disagreements with tact and diplomacy. Treats people with respect and courtesy <p>Excellence Focus</p> <ul style="list-style-type: none"> • Produces data analytics that are accurate and relevant to the needs of the client, and that are provided in a timely manner and to a high-quality standard • Proactively manages conflicting demands to ensure delivery on time. <p>Problem-Solving</p> <ul style="list-style-type: none"> • Solutions and judgments are supported by reasoned analysis and take into account causes and consequences to provide innovative solutions that are focused on the needs of the client • Considers the wider implications of their actions and decisions. Balances taking a short and medium-term perspective. • Naturally curious and have a knack for knowing the right questions to ask and where to look for the answers <p>Accountability, Taking Responsibility</p> <ul style="list-style-type: none"> • Is self-motivated and takes personal responsibility to achieve goals and objectives • Keeps information (e.g. about patients and / or staff) confidential in accordance with Health Information System policies and protocols <p>Essential Technical Skills</p> <ul style="list-style-type: none"> • An ability to conduct statistical analyses • Experience in working with SQL and Excel • An ability to proactively identify trends, insights and issues • Experience with Data Visualisation tools e.g. PowerBI • A strong understanding of how to source data, analyse, compile and present it in a clear and helpful way • Strong background in automating the collection, organising and distribution of data

Desirable Technical Skills

- Experience with Azure data warehouse tools – Logic Apps, Data Factory
- Experience working with Python or R
- An appreciation and interest in the health sector

Confirmation of Job Description

Full name of employee: _____

Signature: _____ Date: _____

Signed on behalf of Te Awakairangi Health Network:

Signature: _____ Date: _____