



Wuchopperen
HEALTH SERVICE LTD

POSITION DESCRIPTION

Position Title:	Business/Data Analyst (<i>Specified</i>)
Position Number:	5172
Classification:	Administration Grade 6 Wuchopperen Health Service Limited Enterprise Agreement
Salary:	\$92,754 – \$97,814
Location:	Cairns
Reporting Relationship:	Chief Information Officer (CIO)

About Wuchopperen

Wuchopperen Health Service Limited (Wuchopperen) is a community connected and controlled organisation with a solid history of providing holistic health and wellbeing services for Aboriginal and Torres Strait Islander people in Cairns and surrounding districts.

Wuchopperen's vision is keeping our generations growing strong. Culture underpins our diverse and client-centric service delivery model offering our community whole of life support from pre-birth right through to our elders.

From our humble beginnings in the 1970s, Wuchopperen has grown into a dynamic and innovative service that prides itself on strong community representation, leadership and governance.

Our Strategic Priorities



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Our Values and Behaviours



The role:

The Business/Data Analyst is responsible for enabling the business to maximise the value of its data assets through performing advanced investigations, visualisation, interpretation and reporting. The position provides data and business analyst functions across the organisation to improve processes through system and data tools.

The role provides analytics, supporting our business by interrogating existing business reporting and developing new solutions where required.

The Business/Data Analyst reports to the Chief Information Officer (CIO) and does not have any supervisory responsibility.

This position works closely with other members of the IT team and maintains regular contact with Wuchopperen employees, service providers and other stakeholders to ensure effective outcomes for clients.

Key Responsibilities include:

1. Responsible for profiling, cleaning, and transforming data as well as designing and building scalable and effective data models and enabling and implementing the advanced analytics capabilities into reports for analysis.

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2. Work with key stakeholders (including the Executive Leadership Team and Senior Leadership Teams) to identify appropriate and necessary data and reporting requirements and turning raw data into relevant and meaningful insights.
3. Responsible for the management of Power Business Intelligence (BI) assets, including reports, dashboards, workspaces, and the underlying datasets that are used in the reports. Implement and configure proper security procedures, in conjunction with stakeholder requirements, to ensure the safekeeping of all Power BI assets and their data.
4. Work with the IT Team to determine and locate appropriate data sources that meet stakeholder requirements as well as identifying new processes or improving existing processes for collecting data for analysis.
5. Provision of strategic advice and support to the Executive Leadership Team to aid the organisation in maintaining currency in terms of technology utilisation.
6. Using analysis skills, gather critical system requirements by collaborating with staff and management and provide recommendations and reports to the Executive Management Team.
7. Lead implementation of systems to streamline and increase efficiencies utilising project management practices.
8. Prepare technical reports as identified by end users utilising systems available. Development of resources available for end users by collecting, analysing and summarising information and trends.
9. Perform daily, weekly and monthly reviews and analyses of current processes using operational metrics and reports
10. Recommend changes to current processes to senior management using analytics to support the recommendations. Actively participate in the implementation of approved changes to processes.
11. Create informative, actionable and repeatable reporting that highlights relevant business trends and opportunities for improvement.
12. Conduct insightful, ad hoc analyses to investigate ongoing or one-time operational issues and formulate solutions.
13. Lead the establishment of Power BI to meet the requirements of the organisation including delivery of training materials and documentation.
14. Participate in organisational and community activities to advance the health and wellbeing of Aboriginal and Torres Strait Islander people.
15. Work within Wuchopperen's Policies and Procedures including the Staff Code of Conduct and the Work Health and Safety requirements and contribute to continuous improvement processes to ensure compliance with relevant standards and safe, effective service delivery.
16. Other duties as required, within your skills, experience and capacity.

Core Capabilities

Assessment of merit for this role will be based on the knowledge, skills and experience,

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potential for development and personal qualities. The competencies listed below are considered to be the most critical for success in this role.

For applicants to be successful in this role, they should demonstrate:

1. Tertiary level qualifications in Information Systems, Business Administration or equivalent along with at least 5 years' experience in a similar role.
2. Knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures from an historical and contemporary perspective, including the ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people.
3. Demonstrated high level experience in conducting analysis of data, technical skills and judgement to implement improvements in systems in order to achieve efficiencies.
4. Extensively developed interpersonal and communication skills including the ability to liaise with a range of stakeholders as well as effectively advocate for Aboriginal and Torres Strait Islander people.
5. Demonstrated ability to work independently and in a multi-disciplinary team environment, prioritise and meet deadlines, deal with matters of a sensitive and confidential nature.
6. Demonstrated ability to meet and work within the core values and behaviours of Wuchopperen.

Other Requirements

- It is a condition of employment in this role for the employee to be, and remain, vaccinated against measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) and hepatitis B
- It's a mandatory condition of employment for the employee to be vaccinated against COVID-19. Evidence of 2 vaccinations must be provided before employment is confirmed.
- Proof of qualifications and current registration is required to be provided prior to the commencement of duty.
- The Business/Data Analyst role is a **Specified** position. Applicants for a specified position must provide **one written reference from an Aboriginal and/or Torres Strait Islander referee** to support their ability to meet selection criteria 2 above.
- It is a condition of employment that all employees are holders of a current and valid 'blue card' or Working with Children Check. This is at your cost. Employment cannot continue or commence if you do not have a 'blue card' or if your 'blue card' is withdrawn or is disqualified.
- For the Culturally Appropriate Foster and Kinship Care Service (CAFAKCS) it is a condition of employment for the following to undergo a Child Safety and Personal History Screening Check conducted by the Department of Children, Youth Justice and Multicultural Affairs (Child Safety). There is no fee for this check. Employment cannot continue where your application is not approved or withdrawn.
 - Chief Executive Officer

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- Deputy Chief Executive Officer
 - Director Child, Youth and Family Services, as Nominee
 - Manager, Child Wellbeing
 - Manager, Children and Family Services
 - Manager, Youth and Family Services
 - Coordinator, Child Wellbeing Services
 - Coordinator, Family Wellbeing Services
 - CAFAKCS team members
 - Family Participation Convenors
 - Intake and Assessment Officers
 - Information Technology Team Members
 - Quality and Compliance Team Members
- Possession of a current CPR certificate or commitment to obtain within the first six weeks of employment is essential.
 - Possession of a current Queensland “CA” class driver’s licence is essential.
 - Commitment to work within the principles of Aboriginal and Torres Strait Islander community control including a willingness to develop the leadership of Aboriginal and Torres Strait Islander staff.
 - Ability to use Microsoft products and the ability to use or willingness to gain proficiency in the client information management systems.

How to apply:

Please submit the following for the panel to assess your suitability. Applications which do not meet these requirements will not be considered.

- Your **resume**, including a comprehensive employment history, your qualifications and the contact details for at least two referees (one should be your current supervisor)
- A supporting **cover letter** of no more than two pages, outlining your experience, skills and knowledge that are relevant to the advertised role. Your written response must reflect the competencies outlined in core capabilities.
- Specified reference with application

Additional information:

- A non-smoking policy is effective in Wuchopperen’s buildings, offices and motor vehicles on all Wuchopperen grounds, across all sites.

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- Wuchopperen has a six (6) month probationary period for new employees.
- Employees may be required to work outside of core business hours from time to time.
- Demonstrated commitment to ongoing self-development with a focus on qualifications/skills upgrade.
- Applications must be received by 5 pm on the closing date and can be emailed to recruitment@wuchopperen.org.au