

# DATA ANALYST POSITION DESCRIPTION

## Position details

<b>JOB REFERENCE</b>	VN-706891
<b>POSITION TITLE</b>	Data Analyst
<b>CLASSIFICATION</b>	APS6
<b>POSITION LOCATION</b>	Canberra, ACT
<b>SALARY</b>	\$86,781 - \$97,903
<b>POSITION/S</b>	Multiple
<b>EMPLOYMENT STATUS</b>	Ongoing Full time (37.5 hours) or Part time
<b>SECURITY LEVEL</b>	Baseline
<b>AGENCY</b>	National Health Funding Body
<b>DIVISION</b>	Data Modelling & Analysis Section
<b>CONTACT OFFICER</b>	Belinda Hogarth-Boyd Phone: (02) 6289 9943 Email: nhfbhr@nhfb.gov.au
<b>CLOSING DATE</b>	Monday, 18 July 2022

## About the National Health Funding Body

The Administrator of the National Health Funding Pool (the Administrator) and the National Health Funding Body (NHFB) were established through the Council of Australian Governments National Health Reform Agreement (NHR Agreement) of August 2011.

The primary functions of the NHFB are to assist the Administrator in:

- Calculating and advising the Commonwealth Treasurer of the Commonwealth's contribution to public hospital funding in each State and Territory (over \$24 billion in 2021-22)
- Reconciling estimated and actual public hospital services, and adjusting Commonwealth payments (over 39 million records each year)
- Undertaking funding integrity analysis to identify public hospital services that potentially received funding through other Commonwealth programs (over 595 million records)
- Monitoring payments of Commonwealth, State and Territory public hospital funding into the National Health Funding Pool (the Pool)
- Making payments from the Pool to each Local Hospital Network (LHN)
- Reporting publicly on funding, payments and services
- Developing and providing three-year data plans to the Commonwealth, States and Territories.

## About the role

The National Health Funding Body (NHFB) has APS6 employment opportunities available for appropriately qualified Data Analysts. These roles undertake a range of functions to develop and operate models that determine the Commonwealth funding contribution for public hospital services in Australia.

Under the guidance of the Assistant Director, Data, Modelling and Analysis Section, the role of the Data Analyst is to:

- Support the accurate calculation of National Health Reform (NHR) funding, including supporting the development of the Administrator's Three Year Data Plan obligations
- Build, test, implement and manage financial and analytical models, using SAS EG, SQL, Teradata, Visual Analytics and Excel
- Analyse and perform a range of statistical and mathematical techniques
- Interrogate large and complex data sets and synthesise data into non-complex language, and apply analytical capacity to strategic and operational problem solving
- Support the delivery of projects, including designing, researching, analysing and presenting information in various formats
- Provide technical advice to the Director, Data, Modelling and Analysis Section.

## About you

The National Health Funding Body is seeking people with diverse experience who are willing to explore innovative ways of working. People who work at the NHFB will display leadership at all levels and work collaboratively to achieve outcomes.

### Essential Requirements/Job Specific Capabilities

- Well developed and demonstrated modelling and programming experience using SAS, SQL and EXCEL
- You must be an Australian citizen to allow you to obtain a baseline security clearance
- Relevant tertiary qualifications or relevant industry experience
- Knowledge of the policy and strategic planning framework related to health funding is highly desirable.

## Why NHFB?

The National Health Funding Body is a workplace committed to providing an environment that values diversity and supports staff to reach their full potential.

The NHFB values health and wellbeing of employees and offers a range of benefits to support staff including:

- Flexible work arrangements
- Positive workplace culture encouraging work-life balance
- Supportive and inclusive work environment.

In the 2021 Australian Public Service Employee Census the NHFB was ranked first from 101 agencies when it comes to both 'Engagement' and 'Innovation' and third for 'Wellbeing' including 100% of staff indicating they're proud to work in the agency.

## Additional Information

It is an expectation that all NHFB employees will perform their jobs professionally, respectfully and in accordance with the principles and practices of workplace diversity, workplace participation and in support of a safe working environment.

Additionally, NHFB employees are expected to be flexible in their approach to the workplace to assist wherever needed across the organisation.



## Selection Criteria

In the context of the primary job purpose for the role, you are to demonstrate that you have extensive relevant experience enabling you to:

1. Support senior leadership to improve processes, meet deadlines and achieve organisational goals.
2. Display strong numerical, critical analysis and problem solving skills and contribute to the assessment of organisational impacts, risks and benefits.
3. Develop productive working relationships and work collaboratively internally and externally to successfully deliver against tight deadlines.
4. Utilise highly developed written and verbal communication skills to communicate with internal and external stakeholders.

## How to Apply

Please supply a one page pitch, outlining your skills and experience relevant to the role on offer and selection criteria. Send your pitch, your current CV, and a completed Candidate Application Form to the following email: [nhfbhr@nhfb.gov.au](mailto:nhfbhr@nhfb.gov.au)

Please contact the NHFB HR Manager, Belinda Hogarth-Boyd, if you require further information on (02) 6289 9943.