



DATA ANALYST LEVEL 5 - POSITION DESCRIPTION

Position details

JOB REFERENCE	VN-0744636
POSITION TITLE	Data Analyst
CLASSIFICATION	APS Level 5 (APS 5)
POSITION LOCATION	Canberra, ACT
SALARY	\$83,041 - \$89,804
POSITION/S	Multiple
EMPLOYMENT STATUS	Ongoing Full time (37.5 hours) or Part time
SECURITY LEVEL	Baseline
AGENCY	National Health Funding Body
DIVISION	Data Modelling & Analysis Section
CONTACT OFFICER	Beci Imbriano Phone: (02) 6289 1470 Email: nhfbhr@nhfb.gov.au
CLOSING DATE	August 11, 2024

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 (\$26 billion in 2022-23)
- Reconciling estimated and actual public hospital services, and adjusting Commonwealth payments (over 38 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 APS5 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
- Perform a range of statistical and mathematical techniques
- Build, test, implement and manage financial and analytical models, using SAS EG, SQL, Teradata, Visual Analytics and Excel
- Support the delivery of projects, including designing, researching, analysing and presenting information in various formats
- Interrogate large and complex data sets and synthesise data into non-complex language, and apply analytical capacity to strategic and operational problem solving.

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. Programming experience with SAS, Python, SQL and EXCEL is highly desirable.
- 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 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 the health and wellbeing of employees and offers a range of benefits to support staff including:

- Offering flexible work arrangements
- Fostering a positive workplace culture and encouraging work-life balance
- Providing a supportive and inclusive work environment.

In the 2023 Australian Public Service Employee Census, the NHFB was ranked first from 100 agencies when it came to 'SES Leadership' and second for 'Innovation' and 'Wellbeing'. Furthermore, 100% of staff expressed confidence that should they request flexible work arrangements, they would be given reasonable consideration.

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 numerical, analytical and problem-solving skills and contribute to the assessment of organisational impacts, risks and benefits.
3. Develop internal and external relationships and work collaboratively deliver against tight deadlines.
4. Utilise 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 (no more than three pages), and a completed NHFB Candidate Application Form to the following email:

nhfbhr@nhfb.gov.au

Please contact Beci Imbriano if you require further information on (02) 6289 1470.