Director, Data, Modelling & Analysis – EL2
Position Description

Job title	Director, Data, Modelling and Analysis Section
Classification	Executive Level Two (EL2)
Position Number	20023140 (Ongoing)
Positions report to	Chief Executive Officer
Location	Acton, Canberra

The National Health Funding Body (NHFB) has an ongoing employment opportunity available for an Executive Level Two (EL2) Chief Data Analyst, who will lead a small team to engage across the agency in support of a range of specialist functions that help deliver transparent and efficient administration of Commonwealth, State and Territory funding of the Australian public hospital system.

About the National Health Funding Body

The NHFB is a small professional agency established under the *National Health Reform Act 2011* to support the functions of the Administrator of the National Health Funding Pool (Administrator). The NHFB supports the Administrator to provide transparent and efficient administration of Commonwealth, State and Territory funding of the Australian public hospital system and is a non-corporate entity under the *Public Governance, Performance and Accountability Act 2013* (PGPA). The functions of the Administrator include:

- Calculating and advising the Commonwealth Treasurer of the amounts to be paid by the Commonwealth into each pool account of the National Health Funding Pool;
- Ensuring Commonwealth funds are deposited into pool accounts accordingly and in line with the *National Health Reform Agreement*; and
- Reporting publicly on all national health reform funding and payment activities.

Primary job purpose of the Director, Data, Modelling and Analysis Section

Under broad direction, the role of the Director is to lead and manage the Data, Modelling and Analysis Section of NHFB. This includes:

- Leadership and direction for the accurate and timely calculation of National Health Reform (NHR) funding, including supporting the development of the Administrator's Three Year Data Plan obligations;
- Oversight of the building, testing, implementation and management of financial and analytical models, using SAS EG, SQL, Teradata, Visual Analytics and Excel;
- High level analysis in managing and performing a range of statistical and mathematical techniques;
- Conducting longitudinal analysis and trend investigations on public hospital funding data;
- Provision of technical advice to the Administrator, the NHFB and stakeholders;
- Producing briefing materials related to public hospital funding and service delivery, including meeting papers and analysis reports; and
- Assessing the impact of changes in Government policy and contributing to appropriate responses and advice.

About the Data, Modelling and Analysis Section

The Data, Modelling and Analysis Section develops models and undertakes analysis that assists the Administrator to accurately calculate the Commonwealth funding contribution to Local Hospital Networks (LHNs).

The Section undertakes reconciliation of estimated and actual hospital service delivery volumes to adjust the Commonwealth funding contribution. This includes determining, collecting and processing the data required to support these arrangements.

Data, Modelling and Analysis Section works in collaboration across the NHFB, the Administrator, jurisdictions, other national health reform bodies and industry partners to ensure the modelling reflects the funding arrangements of the Agreement.

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. Lead in a challenging environment and oversee the planning and management of a data modelling team, to improve processes, meet deadlines and achieve organisational goals.
2. Display strong numerical, critical analysis and problem solving skills with the ability to assess 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 manage and influence organisational outcomes.

Essential Requirements/Job Specific Capabilities

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

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.

How to Apply

Please supply a one page pitch, outlining your skills and experience relevant to the role on offer. Include a copy of your current CV and provide to the following email: nhfbhr@nhfb.gov.au

Please contact the NHFB HR Manager, Tanya Day, if you require further information on (02) 6289 9821.