



National Health  
Funding Body

## Senior Data Analyst - Executive Level One Position Description

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Job title	Senior Data Analyst
Classification	Executive Level One (EL1)
Position Number	20023147 (Ongoing)
Positions report to	Director, Data Modelling & Analysis Section, NHFB
Location	Acton, Canberra

The National Health Funding Body (NHFB) has an Executive Level One (EL1) employment opportunity available for an appropriately qualified Senior Data Analyst, to undertake a range of support functions to 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.



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Funding Body**

## **Primary job purpose of the Data Analyst**

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

- Assist with 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;
- 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;
- Plan, organise and manage projects, including designing, researching, analysing and presenting information in various formats, and supporting relevant working groups and/or committees; and
- Provide technical advice to the Administrator, the NHFB and stakeholders.

## **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.



## National Health Funding Body

### 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 in a challenging environment.
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 liaise and negotiate effectively at senior levels within the agency and external agencies.

### 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; and
- Knowledge of the policy and strategic planning framework related to health funding is highly desirable.

### 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 and selection criteria. Include a copy of your current CV and provide to the following email: [nhfbhr@nhfb.gov.au](mailto:nhfbhr@nhfb.gov.au)

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