

Role Description

Health System Performance Analyst



Cluster	NSW Health
Agency	Cancer Institute NSW
Division	Cancer Services and Information
Location	Australian Technology Park
Classification/Grade/Band	Health Manager Level 2
Kind of Employment	Permanent
ANZSCO Code	224711
Role Number	699090
PCAT Code	11366591
Date of Approval	August 2019
Agency Website	www.cancer.nsw.gov.au

Overview

The Cancer Institute NSW is Australia's first statewide cancer control agency, established to lessen the impact of cancer in NSW. The Institute supports and promotes best practice; working to ensure people across the state, no matter where they live, are provided the same high quality treatment and care that is vital to optimising the outcomes and quality of life for people diagnosed with cancer.

Driven by the purpose and objectives of the NSW Cancer Plan, the Institute continuously works to:

- reduce the incidence of cancer
- increase the survival rate for people with cancer
- improve the quality of life of people living with cancer
- provide a source of expertise on cancer control for the government, health service providers, medical researchers and the general community.

The Division of Cancer Screening and Prevention works to reduce the incidence of cancer and improve the survival of people with cancer through:

- management and funding for the three population-based cancer screening programs (bowel, breast and cervical)
- the coordination of cancer screening and smoking cessation services for the people of NSW
- the implementation of social marketing campaigns which aim to modify the behavior of the community to increase participation in the cancer screening programs; and reduce the risk of developing cancer
- providing advice and contributing to policy development and implementation.

The Health System Performance Analyst, Cancer Services and Information role is part of the Data Input and Collections Team and supports the delivery of the Clinical Data Collection Program.



Primary purpose of the role

Work with key stakeholders in the Cancer Services and Information (CSI) Division, as well as with external stakeholders, to support the facilitation of the automated clinical data collection program, particularly in the area of data quality improvement and performance reporting. Within CSI Division, contribute to collaborative quality measures for clinical data and dataset validations based on information gained through analysis.

Key areas of focus include:

- Support continuous improvement of the clinical data collection through contribution to a quality assurance cycle.
- Undertake analysis and modelling to understand aspects of data which will be utilised to contribute towards quality monitoring and understanding cancer service performance.
- Working with stakeholders to develop mechanisms to facilitate automated monitoring and reporting of high quality Key Performance Indicators (KPIs) as per the Reporting for Better Cancer Outcomes (RBCO) agreements.
- Capacity to undertake complex data extraction, analysis and presentation of analytical results which retain the integrity and clinical context of the health data.

Key accountabilities

- Collaborate with internal and external stakeholders to assist in developing improvement in data collection and reporting to meet the organisational objectives under the Cancer Plan.
- Apply business analysis skills to undertake requirements analysis, scope projects and develop project proposals using a consistent corporate approach
- Undertake extraction, analysis, and presentation of health data with a key focus on Clinical Cancer Data.
- Management of, and timely responses to, requests for analysis by internal and external stakeholders by efficiently following defined governance processes.
- Support the implementation of data governance and data quality procedures:
 - document specifications for business issues, functions and processes relating to data validations and data analysis
 - work with the Cancer Information and Analysis Unit to ensure timely availability of quality clinical data and to provide insight into the quality and completeness of the data currently in the NSWCR.

Key challenges

- Developing and managing effective working relationships across both internal and external stakeholders representing diverse interests and varying levels of technical knowledge.
- Communicating on technical issues and advice to stakeholders with limited technical expertise clearly and succinctly.
- Working with a variety of health system datasets and understanding complex data relationships and the clinical fields and applications this data relates to.

Key relationships

Who	Why
Internal	
Data Input and Collections Manager	Receive guidance and advice; provide regular updates on key BAU projects, issues and priorities
Registries and Data Collection	Provide analysis and insights to inform business strategy
Cancer Information and Analysis Manager	Align work priorities with the requirements for the provision of data services to the Institute's programs of work. Address governance processes and risks as they arise.
Quality and System Performance Team	Collaborate with to meet the requirements of the RBCO program
External	
LHD- based Clinical Stakeholders and Data Managers	Exchange information collaborate with to understand the data and local business requirements

Role dimensions

Decision making

- The Health System Performance Analyst is expected to operate with some level of autonomy in respect to the application of their specific field of expertise, is fully accountable for the accuracy, integrity and quality of the content of specialist technical advice and services provided and makes day-to-day decisions relating to work priorities and workload management, for themselves and any staff/project staff supervised.
- The position is also responsible for the delivery of assigned tasks on time and for maintaining strong relationships with key stakeholders and partners on shared objectives.

Reporting line

The Health System Performance Analyst, reports to the Data Input and Collections Manager

Direct reports

None

Budget/Expenditure

N/A

Essential requirements

- Appropriate tertiary qualifications in a quantitative discipline, such as statistics/ biostatistics, or other related discipline, and demonstrated relevant equivalent professional experience and training.
- Demonstrated experience in data analytics, statistical and quantitative modelling for the purposes of business analysis and decision support, preferably in a health-related field.
- Demonstrated ability to engage and work collaboratively with key business stakeholders on analytics projects, including understanding and refining requirements and effective presentation of results to non-technical stakeholders.






- Demonstrated proficiency in the use of data analysis tools, advanced scripting in SQL, advanced Excel skills, basic SAS and experience undertaking analysis using large datasets including use of R Studio™ and Shiny™ packages.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Adept
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Adept
	Procurement and Contract Management	Foundational
	Project Management	Intermediate
Capability Set	Capability Name	Level
 Occupation Specific	Data Management	Adept

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Intermediate	<ul style="list-style-type: none"> • Be flexible and adaptable and respond quickly when situations change • Offer own opinion and raise challenging issues • Listen when ideas are challenged and respond in a reasonable way • Work through challenges • Stay calm and focused in the face of challenging situations
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across team/units • Share lessons learned across team/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> • Understand the team/unit objectives and align operational activities accordingly • Initiate, and develop team/unit goals, and plans and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals • Accommodate and respond with initiative to changing priorities and operating environments
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit
Business Enablers Technology	Adept	<ul style="list-style-type: none"> • Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Identify opportunities to use a broad range of communications technologies to deliver effective messages • Understand, act on and monitor compliance with information and communications security and use policies • Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business • Support compliance with the records, information and knowledge management requirements of the organisation

Occupation / profession specific capabilities

Capability Name	Level	Level Descriptions
Data Management	Adept	<ul style="list-style-type: none"> • Identify and apply appropriate analytical evaluation methodologies, techniques and concepts • Review and evaluate data sources to assess the validity and reliability of the data, applying a range of analytical techniques to inform analysis outputs • Apply key attributes for structuring data, recognising commonly used formats and how best to use these in meeting end user needs • Advise on the application of quality standards, facilitating compliance and contributing to improvements