Position Summary

The Data Management Analyst's role is to plan, coordinate, and supervise all activities related to the integration of data from various sources into an organised and unified view available for the needs of HPV. This position is responsible for the formation and ongoing support of a coordinated database storage environment to cover all of HPV’s internal data requirements. The role will work to ensure that HPV achieves the most suitable Data Integration (DI) architecture for the organisation’s needs and that documentation relating to the DI architecture is provided and maintained. Proven communication skills, problem-solving skills and knowledge of integration best practices are critical to successful performance in this role.

This role comprises these broad areas of responsibility:

1. Actively maintain and develop HPV’s database environment – based on a Microsoft SQL Server environment. Assume responsibility for the implementation, optimisation and management of database configurations supporting HPV’s business requirements.
2. Ensure that the HPV database environment is operated to industry/best practice standards and that the environment is documented in detail.
3. Participate in quality activities that contribute to the effectiveness of HPV overall.
4. Ensure the stability and reliability of data access and data quality across the organisation via ongoing database support and maintenance.
5. Analyse & provide user requirements for reports, forms, queries, and data extraction, transformation and loading.
6. Develop and deploy end-user applications and systems as required. This will include data extraction, queries, data manipulation and presentation layer in accordance with HPV business processes.
7. Provide end-user training as necessary to ensure the effective and efficient use of database tools and resources.
8. Monitor database system details within the database, including stored procedures and execution time, and implement efficiency improvements.
9. Create and document models for new database development and/or changes to existing ones through data flowcharting. Capture data relationships and key structures for use in the development of applications.

This role also comprises these specific areas of responsibility:

1. Provide analytical support for development of health services procurement strategies to achieve better procurement outcomes, through analysis of health services spend.
2. Ensure spend data is appropriately categorised, updated on a timely basis and accessible by health services and HPV users.
3. Provide analytical support to HPV’s sourcing program and other supply chain initiatives across the state.

Specific Duties and Responsibilities

A summary of the tasks to be performed is provided below. The Data Management Analyst may be asked to perform job-related tasks other than those specifically stated in this description. The duties and responsibilities are to be carried out in a manner that is consistent with the HPV Mission, Vision and Values Statement as found on the HPV website.

1. Data Management
• Engage with all providers and consumers of data to understand the data requirements of HPV and health services and the most appropriate storage structure for holding HPV’s data resource.
• In consultation with stakeholders, execute strategies to source and regularly extract data relating to procurement, from health service purchasing, finance and ERP systems.
• Provide expert input and contribution in the development of the HPV unified data repository.
• Identify and recommend HPV data process improvements that will deliver superior service and/or quality outcomes for HPV staff and our stakeholders.
• Develop and deliver data validation toolsets working both as an active participant in projects established and/or autonomously with the DI business function.
• Develop and deliver end user operated toolsets as required to provide accurate reporting outcomes, including working with stakeholders in both HPV and health services and utilising appropriate tools, in particular MS Excel and Qlik Sense, to ensure the continued development and timely updating of appropriate spend metrics, at the health service, regional, peer group and state levels.
• Maintain an up to date knowledge of customer expectations (internal and external) and ensure that the service provided meets those expectations.
• Adhere to all established change management guidelines and controls. Recommend and implement change management controls where absent.
• Document all services built and provided.
• Fix discrepancies with data and liaise with suppliers to resolve problems.

2 Analytical Support for Procurement Activities

• Work closely with the Strategic Procurement Analyst and other HPV and health service key stakeholders, to provide analytical support for development of health services, regional, peer group and state-wide procurement strategies to achieve better procurement outcomes, through analysis of health services spend.
• Assist health services to identify uses and potential benefits of the spend data and analytics.
• Undertake analysis of data and actively participate in stakeholder consultation to present data, to support the provision of advisory services to health services.
• Utilising health services spend data, undertake ad hoc analysis to support HPV’s sourcing program and other supply chain initiatives across the state.
• Assist the Strategic Procurement Analyst in enhancing the spend data and analytics delivered to health services and HPV users.
• Assist health services and HPV users to access and utilise the spend data and analytics delivered, including providing training and instructions.

2 Personal Performance and Development

• Participate in performance review and management sessions.
• Undertake training as requested by HPV.
• Manage own tasks to ensure appropriate consultation and achieved targets.
• Identify and make recommendations on opportunities for HPV to improve processes, workplace health and safety, quality and service delivery outcomes.

3 Relationship Development / Cross Functional Collaboration

• Establish and maintain strong working relationships with key individuals and groups across HPV’s stakeholder organisations (internal and external), and develop and apply appropriate engagement and consultation strategies.
• Represent HPV in appropriate forums to strengthen relationships and improve mutual understanding.
- Place a priority on effectively working with stakeholders from other divisions within the organisation for mutual benefit by seeking and incorporating feedback that will benefit organisational objectives.
- Value the contribution of our internal and external stakeholders and contribute beyond our own tasks to achieve organisational goals and demonstrate this in goal setting.

Qualifications and Experience

**Academic**
- Degree qualified (Bachelor of Business, Bachelor of Business Analytics, Bachelor Commerce, Bachelor Science, Bachelor Arts or similar) and/or suitably experienced in a role encompassing data analysis, administration of data or purchasing/procurement.

**Experience**
- Project team participation - especially in a project role requiring high degree of autonomy.
- Advanced Excel skills and proficiency (pivot tables, graphs, data presentation).
- Proven experience with cross-functional databases between disparate business units and systems.
- Experience with business and technical requirements analysis, business process modelling/mapping and methodology development, and data mapping.
- Experience with data integration architectures, preferably including SQL server, SSRS, SSIS.
- Experience with Qlik Sense, Qlikview or other similar data visualisation tools.
- Technically fluent in programming languages, including Visual Studio, VBA, C# and SQL.
- Previous exposure to Cloud DI and management.
- Strong background in risk management methodologies as they relate to integration and data asset protection.
- Direct, hands-on experience with automated DI tools.
- Knowledge of relational database design and management techniques.
- Good project management skills and/or substantial exposure to project-based work structures, project lifecycle models, etc.
- Strong knowledge of system and software quality assurance best practices and methodologies.
- Strong understanding of end-user needs and requirements.
- Excellent understanding of the organisation's goals and objectives.

**Personal**
- Outstanding written and oral communication and presentation skills.
- Excellent interpersonal skills, including an ability to influence others with diplomacy, tact and discretion.
- Strong commitment to providing excellent customer service.
- Self-directed and able to work independently.
- Ability to identify and analyse issues, develop solutions and initiate action.
- Ability to develop and maintain positive working relationships with people at all levels within and outside the organisation.
- Ability to maintain and respect confidentiality of the highest order.
- Ability to meet tight deadlines and work flexible hours to meet business requirements.
- Ability to communicate ideas in both technical and user-friendly language.
- Able to conduct research into application integration issues and products.
- Highly self-motivated and directed, with keen attention to detail.
- Able to prioritise and execute tasks in a high-pressure environment.
- Experience working in a team-oriented, collaborative environment.
• Knowledge of applicable data privacy practices and laws.
• Consulting experience an advantage.

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<tr>
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<td>Last Review Date</td>
<td>06 September 2017</td>
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