# Data Management Analyst - HeSSDA

Reports to Strategic Procurement Analyst

Band Band 4, HPV Enterprise Agreement 2018

## Position Summary

The Data Management Analyst’s role is to assist in planning and coordinating, and to implement all activities related to the integration of data from various sources into an organised and unified view available for the needs of Health Purchasing Victoria (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.

The Data Management Analyst will:

* 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.
* Ensure that the HPV database environment is operated to industry/best practice standards and that the environment is documented in detail.
* Ensure the stability and reliability of data access and data quality across the organisation via ongoing database support and maintenance.
* Analyse and provide reports, forms, queries, and data extraction, transformation and loading tailored to user requirements.
* 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.
* Provide end-user training as necessary to ensure the effective and efficient use of database tools and resources.
* Monitor database system details, including stored procedures and execution time, and implement efficiency improvements.
* 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.Provide analytical support for development of HPV and health services procurement strategies to achieve better procurement outcomes, through analysis of health services spend.
* Maintain health services’ spend analysis tools and ensure spend data is appropriately categorised, updated on a timely basis and accessible by health services and HPV users.
* Provide analytical support to HPV’s sourcing program and other supply chain initiatives across the state.

## Specific Duties and Responsibilities

### 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 data suppliers to resolve problems.

### 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.

### Leadership

* + Foster a workplace culture that is consistent with HPV’s organisational culture emphasising organisational values.
  + Maintain strong lines of communication, both formal and informal, with ELT and key HPV stakeholders to ensure the smooth operation of the organisation.
  + Support organisational change and growth as requested to assist HPV in fulfilling its legislative functions in line with its Corporate Strategy.

### HPV Values and Cross Functional Collaboration

* + Establish and maintain strong working relationships with key individuals and groups across HPV’s stakeholder organisations, both internal and external, and develop and apply appropriate engagement and consultation strategies in line with HPV’s values.
* 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.
* Uphold HPV values:
  + - We are customer-focused; we focus on customer and patient outcomes
    - We keep it simple; we strive for efficient and effective ways to achieve our goals
    - We are collaborative; we work as a team toward common goals
    - We take responsibility; we challenge the status quo. We are responsible for our behaviours, actions and results
    - We inspire confidence; we do the right thing. We are open, honest and trustworthy

### Data Security

* + Comply with HPV data management policies and procedures, and report breaches and/or vulnerabilities to a Manager or the IT Operations team.

While the principal duties of this position are as above, the Data Management Analyst - HeSSDA may be required to undertake other duties from time to time.

## Qualifications and Experience

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| 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 (advanced functions & formulas, macros, pivot tables, graphs, data presentation). * Experience with cross-functional databases between disparate business units and systems. * Experience with development and/or maintenance of dashboards. * Experience in a developer’s role with Qlik Sense, Qlikview or other similar data visualisation tools. * 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. * Technically fluent in programming languages, including Visual Studio, VBA, C# and SQL. * Technically fluent in machine learning languages (e.g. R and Python) * Previous exposure to Cloud DI and management. * 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. * Experience in developing understanding of end-user needs and requirements.A working knowledge of Oracle ERP system an advantage. |
| 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 with keen attention to detail. * 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 * Ability to communicate ideas in both technical and user-friendly language. * Able to conduct research into application integration issues and products. * 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. |