

POSITION DESCRIPTION

POSITION TITLE:	Senior Data Analyst
DEPARTMENT:	Governance
OPERATIONAL BASE:	Carramar
STATUS:	Temporary, 32 hours per week (up to June 2028)
CLASSIFICATION:	Health Services Manager, Level 2
VACCINATION CATEGORY:	B (with annual influenza Vaccine is highly recommended)
RESPONSIBLE TO:	Director, Governance and Corporate Services
INDUSTRIAL AWARD:	Health Managers (State) Award - 2024

PURPOSE

The Senior Data Analyst is responsible for the provision of high level speciality support for the management of data assets to support the efficient and effective operation of Karitane services to achieve performance and outcome objectives. The role of the Senior Data Analyst is to oversee large datasets to derive meaningful insights and support data-driven decision making.

Reporting to the Director of Governance & Corporate Services, the role will be responsible for applying statistical methods and analytical techniques to develop and maintain data visualisation reports, dashboards and other tools. The Senior Data Analyst collaborates with cross-functional teams to understand business needs and contributing to continuously improving data processes in partnership with the Karitane Data and Performance Unit.

SELECTION CRITERIA

1. Relevant tertiary qualifications in Data Science/Data Analytics or extensive experience in complete information system development life cycle including requirements gathering, design, development, test, delivery, and maintenance.
2. Proven ability to develop complex and compelling business intelligence data visualisation, reports and dashboards using Microsoft Power BI and Advanced Microsoft Excel.
3. Demonstrated proficiency in advanced SQL programming including writing stored procedures and manipulating large, complex data sets.
4. Experience with large and complex business intelligence projects involving strong problem solving and strategic thinking skills and have included making complex judgements and taking initiative within the delegated area.

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5. Demonstrated ability working in agile environments to address organisational change requirements and continuous/rapid development of new and existing systems.
 6. Team-focused, adaptable individual who shares knowledge, builds the skills of others, and can work productively with minimal supervision and prioritise workload and meet deadlines.
 7. Demonstrated highly developed verbal and written communication skills necessary for documenting research and writing briefs.
 8. Current NSW driver's licence

RESPONSIBILITIES

- Identify and encourage an understanding of utilisation data for the purpose of reporting and benchmarking activities.
- Plan, design, and implement dimensional reporting models and develop reporting solutions to meet business requirements using Microsoft Power BI, SQL and Microsoft excel.
- Deliver new projects and perform UAT on new and existing systems, including Data analysis, report writing, regular snapshot reporting and ad hoc data requests as required.
- Provide leadership & strategic roadmap for development of solutions on data collection and reporting processes to ensure business requirements are met.
- Provide support to managers and clinicians to enhance data literacy for activity and outcome measures recording and reporting, including data collection points, parameters of KPI targets and potential improvement areas.
- Support development and implementation of Data Governance framework.
- Support data system change management process in line with the change priorities of the service.
- Collaborate with providers to ensure accurate and consistent data and to promote a culture of reporting and accountability.
- Ensure regular, timely and accurate reports are provided to the key governance structures.
- Liaise with key clinical stakeholders, to identify and resolve issues with data quality and data collection systems.
- Provide User training, documentation, and troubleshooting; Resolve issues, access, licenses; Manage applications.
- Encourage and lead team members to upskill and improve overall productivity of the team.

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Leaders in early parenting services that empower families and children to be confident, safe and resilient.

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CONDITIONS OF EMPLOYMENT

Temporary part-time role in accordance with The Named NSW (Non-Declared) Affiliated Health Organisations' Health Employees Agreement - Health Services Manager Level - 2. The majority of Karitane's services close for two weeks over the Christmas/New Year period, during which time employees are required to take leave. Karitane services are provided at a number of sites across NSW.

Karitane supports a smoke free environment including grounds, buildings and vehicles. Applicants will have a commitment to EEO & WHS Policies, ethical practice and the principles of cultural diversity. Relevant Criminal History, Working with Children's Check, Apprehended Violence Orders and prior employment checks, including relevant disciplinary proceedings, will be conducted on recommended applicants. Karitane is a Child Safe organisation. All Karitane employees are required to complete a 'Working with Children Check' and comply with Karitane's Child Safe Code of Conduct.

ABOUT US

Karitane is a dynamic and innovative not for profit health organisation and registered charity providing early parenting services. We support families with children from birth to 5 years of age through building parenting capacity, enhancing parent child relationships, and strengthening a family's connections with supports in their community. Karitane have been a leading provider of parenting services since 1923 and are approaching our Centenary. Our services are evidence based and delivered by a caring and highly trained professional team of child and family health nurses, paediatricians, social workers, psychologists, and psychiatrists offering complete, holistic care.

OUR CARE

Karitane staff provide safe, effective, family-centred quality care consistent with the organisation's mission, philosophy, values and standards of care, and adhere to the Professional Code of Conduct.

OUR VISION

Our impact will enable children to have the best start in life.

OUR PURPOSE

We are trusted early parenting experts empowering families and children to be healthy, confident and resilient.

OUR VALUES

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- **Respect - Our Relationships**

Our relationships are characterised by respect, support and a recognition of the value of every individual. Each family & child, colleague and care partner is important to us. We value our diverse backgrounds and professional approaches that contribute equally to Karitane's success in providing care.

- **Innovation –Our Future Focus**

We commit to creative and innovative approaches to our work informed by ongoing research, increasing knowledge, evidence-based practice and contemporary approaches to care. We seek new opportunities for delivering services that are sustainable and transforming for the families we serve.

- **Collaboration - Our Partnership Approach**

We seek to collaborate with our families, our colleagues and care partners to achieve our purpose. We build our partnerships through effective teamwork, shared decision making, our caring and supportive approach and appropriate and timely communication.

- **Excellence - Our Standard**

We strive for excellence in our work supported by effective leadership, professional, transparent and accountable practices, cultural awareness and a commitment to continuous learning.

SUPPORTING OUR PEOPLE

Karitane is a family-friendly, flexible workplace with a strong culture of success that reflects our values of innovation, excellence, respect and collaboration. We are a passionate, dynamic and highly engaged team making a difference to families' lives. We support each other and provide excellent professional development opportunities. We offer a comprehensive well-being support package, Employee Assistance Program, Perkbox reward & recognition program and discounted gym membership. If you come from NSW Ministry of Health or other affiliated health organizations you can transfer your leave entitlements to Karitane.

UNIVERSAL STATEMENT OF OBLIGATIONS

EDUCATION AND PROFESSIONAL DEVELOPMENT

- Pursue appropriate continuing education and professional development.
- Attend mandatory training in Fire, Manual Handling and other training as required.
- Recognise and respond to the need for accurate health promotional information for clients, visitors, and other members of staff.

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CLINICAL AND/OR CORPORATE GOVERNANCE

- Identify the needs of clients and where possible adapt services to meet those needs.
- Understand the accreditation processes within Karitane and participate in the implementation of improvement strategies.

CODE OF CONDUCT

- Adhere to the NSW Ministry of Health and SWSLHD professional Code of Conduct and Ethics.
- Demonstrate accountability and ethical behaviour in the performance of all duties.
- Respect the physical, emotional, social and spiritual needs of the client and their carers, including their right to be involved in decision-making affecting their health care.
- Report any suspected cases of child neglect or abuse to immediate manager.
- Be aware of medico/legal responsibilities.
- Always maintain confidentiality and privacy.
- Report suspected or actual; fraud associated with the workplace.

WORK HEALTH & SAFETY, SECURITY AND FIRE SAFETY

- Maintain a current driver's licence and provide a photocopy of same at annual performance appraisals.
- Adhere to Karitane's Work Health and Safety policy and procedures.
- Commitment to and understanding of NSW Health Smoke Free- free Health Care Policy
- Assist with the security of the building through the correct handling of keys.
- Report any damage or repairs required to buildings, furniture, and equipment to the appropriate supervisor so that repairs can be arranged.
- Adhere to Karitane's procedures for 'Risk Management' of identified risks.
- Ensure all office equipment and lighting is turned off and work area is secure before leaving each day.
- Attend education sessions regarding WHS, security & fire safety.
- Follow the protocols for Incident Management & Reporting.
- Participate in security risk identification/assessment & report any suspicious occurrences/potential for aggressive episodes.
- Assist management in the creation and maintenance of a 'zero tolerance zone' where staff and clients can enjoy an environment in which violence and verbal abuse is not tolerated.

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EQUAL EMPLOYMENT OPPORTUNITY, CULTURAL DIVERSITY AND ANTIDISCRIMINATION

- Be aware of and act within the bounds of the EEO Policy of SWSLHD.
- Be aware of and act within the bounds of the Anti-Discrimination policy of SWSLHD.
- Respond positively to the cultural beliefs and practices of clients, visitors, and other staff members.
- Be actively involved in the optimizing service provision to people of Non-English-Speaking Backgrounds and Aboriginal and Torres Strait Islander backgrounds.
- Harassment will not be tolerated in any form, i.e. behaviour, verbal or physical, which is unwelcome, persistent and/or offensive.

PERFORMANCE MANAGEMENT

Performance appraisal will be carried out at three months and then annually.

EXIT INTERVIEWS

Participate in an Exit interview on termination.

Employees Declaration

I have read this position description; I understand the position requirements and position demands checklist (attached) and agree that I can fulfil these requirements to the standards outlined. I am not aware of any reason, which might interfere with my ability to perform the inherent position requirements and position demands of this position.

I am aware that my ongoing employment will be subject to my continued compliance with the relevant NSW Health policy directive/s concerning Immunisation Compliance, Occupational Assessment, and Screening & Vaccination against Specified Infectious Diseases. I am aware that I must ensure that myself and those staff reporting to me are made aware of, and comply with the requirements of, this/these policy directive/s I am aware that any false or misleading statements may threaten my appointment or continued employment with Karitane.

I agree to comply with the policies of NSW Health & Karitane I also agree to strictly observe the policy on confidentiality of staff and patient information or such other sensitive or confidential information that I may come across in the course of my employment.

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I am aware that during the course of my employment, regular criminal record checks and Working With Children's Checks will be conducted with my knowledge to ensure my ongoing suitability for employment.

Employee's Name

Signature

Date

Chief Executive Officer

Signature

Date

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POSITION DEMANDS CHECKLIST – Senior Data Analyst 2025

MOVEMENT	FREQUENCY
Sitting - remaining in a seated position to perform tasks	Frequent
Standing - remaining standing without moving about to perform tasks	Frequent
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Frequent
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	Infrequent
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling - remaining in a kneeling posture to perform tasks	Infrequent
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Infrequent
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Infrequent
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Not Applicable
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Not Applicable
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Not Applicable
Reaching - Arms fully extended forward or raised above shoulder	Infrequent
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Infrequent
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Infrequent
Hand & Arm Movements - Repetitive movements of hands and arms	Not Applicable
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Infrequent
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving - Operating any motor powered vehicle	Not Applicable
SENSES	FREQUENCY
Sight - Use of sight is an integral part of work performance e.g. computer screens	Choose an item.
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Frequent

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Smell - Use of smell is an integral part of work performance e.g. Working with chemicals Not	Infrequent
Taste - Use of taste is an integral part of work performance e.g. Food preparation Not	Not Applicable
Touch - Use of touch is an integral part of work performance	Choose an item.
INTERACTIONS	FREQUENCY
Distressed People - e.g. Emergency or grief situations	Infrequent
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	Infrequent
Unpredictable People - e.g. Dementia, mental illness, head injuries	Not Applicable
Restraining - involvement in physical containment of patients / clients	Not Applicable
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	Not Applicable
EXPOSURE	FREQUENCY
Dust - Exposure to atmospheric dust	Not Applicable
Gases - Working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes - Exposure to noxious or toxic fumes	Not Applicable
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Not Applicable
Hazardous substances - e.g. Dry chemicals, glues	Not Applicable
Noise - Environmental / background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting - Risk of trips, falls or eyestrain	Not Applicable
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	Not Applicable
Confined Spaces - areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Not Applicable
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Not Applicable

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STATEMENT OF PHYSICAL STATUS

I have read the inherent job requirements for the position. I understand the listed physical, sensory, psychosocial and environmental requirements and the hazards of the position and mark the declaration below:

- ☐ I am not aware of any health condition/s (physical or mental) that might prevent me from performing the inherent requirements of this position.
- ☐ I have a health condition that may require the employer to provide me with services or aids (adjustments) so that I can adequately perform the inherent job requirements. Any adjustments I may need have been discussed with positions manager, prior to completing the health declaration.

I am aware that any false or misleading statements may threaten my appointment or continued employed with Karitane.

Employee Name: _____
Please print

Employee Signature: _____ Date: ____/____/____

Manager's Name: _____
Please print

Manager's Signature: _____ Date: ____/____/____

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