



POSITION TITLE	Data Administration Officer
REPORTS TO	Team Leader, Data & Analytics
DIRECT REPORTS	Nil
TEAM	Business Intelligence & Innovation
LOCATION	Brisbane
POSITION CLASSIFICATION	Level 6
RELEVANT AWARD & CLASSIFICATION	Clerks-Private Sector Award 2020 - Level 3
EMPLOYMENT STATUS & HOURS	Full time, 1.0 FTE, 76 hours per fortnight

Primary Purpose

The purpose of this role is to assist the Business Intelligence & Innovation team in carrying out professional administrative, data and analytical tasks associated with assessing population health needs, planning services, monitoring performance, and evaluating results for reporting to the Western Queensland Primary Health Network (WQPHN) Board, Senior Management Team, and employees.

Role Functions

The Data & Administration Officer role is responsible for the following key functions within WQPHN:

- Data support to the Business Intelligence & Innovation team to assist in:
 - operationalising WQPHN's Performance and Outcomes Framework; and
 - data cleaning, collation and presentation for planning, performance monitoring and evaluation activities.
- Organisational administrative support to develop and maintain administration systems and procedures to ensure efficiency and quality outputs.

Key Responsibilities and Accountabilities

1. Ensure data integrity of all outputs when extracting, cleaning and collating data.
2. Ensure forms and other data entry templates are designed to maximise data output quality.
3. Ensure data entry into various platforms is consistent and validated.
4. Present data outputs using a range of data and design tools to present accurate and validated outputs that meet required design principles and are appropriate for the intended audience.
5. Self-directed upskilling in the selected goal alignment solution to the superuser level.
6. Support maintenance and governance of systems managed by the Business Intelligence & Innovation team.
7. Ensure maintenance of the administrative systems for the Business Intelligence & Innovation team.
8. Comply with the WQPHN Quality Management System (QMS), policies and procedures, and document control. Actively contribute to Continuing Quality Improvement (CQI) and other initiatives.
9. Comply with and actively support workplace policies including employment equity, anti-discrimination, privacy principles and confidentiality (including sensitive health records).

10. Organise and provide secretarial support for meetings, including invitations, venue and catering arrangements, room set-up and technical requirements, agendas, minutes and actions items.
11. Support the overall administrative function of WQPHN, providing relief and back-up support for other Administration Officers and the Executive Coordinator as required.
12. Assist in the preparation of internal and external organisational deliverables, including but not limited to:
 - a. Department of Health and Aged Care (DoHAC) Activity Work Plans and Needs Assessments,
 - b. periodic reports to AGDoHAC and other funders, and
 - c. Annual Reports, Board Reporting and publications and presentations for public audiences.
13. Setting up equipment for new employees, including issuing and configuring laptops and phones
14. Undertake other such duties and training as may reasonably be required and which are consistent with the level of responsibility of this position.
15. Adhere to all established Information Security Management System (ISMS) and Quality Management System (QMS) policies, procedures, and guidelines to ensure the protection and compliance of the organisation.

Our Commitment to Reconciliation

WQPHN is committed to undertaking all work within a culturally inclusive, sensitive and safe framework that supports Reconciliation. The [Reconciliation Action Plan](#) shows WQPHN's commitment and dedication to embedding reconciliation initiatives into everyday work.

Minimum Qualifications and Competencies

1. Tertiary qualifications in business administration, or three years' experience in an equivalent position.
2. Demonstrated ability to prepare clear and concise business communication documents including reports, agendas, minutes, letters, and general correspondence.
3. Strong interpersonal communication skills to build and maintain relationships with the ability to engage respectfully.
4. Ability to work with minimal supervision, manage conflicting deadlines and demonstrate effective problem-solving skills.
5. Advanced skills in Microsoft Office (Excel and PowerPoint are essential) and other office productivity tools, with the aptitude to learn new software and systems.
6. Experience with form development tools (MS Forms, SharePoint, SNAPFORMS, Survey Monkey, Qualtrics).
7. Experience with design and publishing tools experience is advantageous (Lucidchart, Visio, Canva, Powtoon, Scribe).
8. Awareness of design principles and audience considerations (diversity, knowledge, interest, register and tone) is advantageous, however, training and guidelines will be provided.

Key Performance Measures

1. Demonstrate and model the WQPHN values.
2. Deliver against allocated WQPHN strategic objectives, business plan and performance frameworks, reflecting the Health Needs Assessment and DoHAC and other funder/stakeholder deliverables.



3. Meet deadlines with quality work outputs that are accurate and validated.
4. Meet required design principles with data outputs that are appropriate for the intended audience.
5. Handle all data in accordance with policy guidelines.
6. Provide reliable, efficient and professional administrative support for the business, including calendar, meeting, travel and office coordination.
7. Meet 100% completion of mandatory and organisational training priorities.

Key Relationships

Internal

- Office of the Chief Executive Officer
- Primary Health & Commissioned Services Team
- Strategy, Planning & Performance Team.

External

- Australian Government Department of Health & Aged Care (AGDoHAC) and other government departments
- RFDS, CheckUP, HWQ and other partner organisations related to PHN primary healthcare activities
- Queensland Health and other hospitals or health services across three HHS regions
- Nukal Murra Alliance and other partner groups
- Clinical service providers and other health professionals including general practice
- Other health service providers, community sector agencies, contractors and business advisors.

Acceptance

EMPLOYEE NAME			
EMPLOYEE SIGNATURE		DATE	