

## About Us

Thank you for your interest in applying for the above position with FocusOne Health. FocusOne Health is a purpose led, Not for Profit, organisation with strong organisational values and culture. To find out more about our organisation, please visit [www.focusonehealth.com.au/about](http://www.focusonehealth.com.au/about)

## Why Work at FocusOne Health?

FocusOne Health offers a supportive environment, you will work with a team of health professionals and organisational specialists to support your development.

- **Generous Salary Packaging:** Benefit from attractive salary packaging arrangements, meal/entertainment, and holiday accommodation card.
- **Competitive Remuneration:** Receive competitive pay.
- **Employee Assistance Program:** Support available for staff and families through our EAP.
- **Referral Program:** Participate in our Employee Referral Program for eligible referrals.
- **Professional Development:** Opportunities for professional growth and clinical supervision, including support to obtain accreditation for your profession (where eligible).
- **Parental Leave:** Paid parental leave available for eligible employees.
- **Flexitime Hours:** Flexibility to support work life balance.
- **Annual Leave:** Full-time employees are entitled to 5 weeks of annual leave per year. Part-time employees receive pro-rata entitlements.
- **Personal Leave:** Full-time employees are entitled to 12 days of personal leave per year, including up to 2 Wellbeing Days. Part-time employees receive pro-rata entitlements

We are committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people.

## How to Apply

Applicants are required to address the Selection Criteria of the Job Description below in their cover letter in order to be considered.

Your application, including a cover letter addressing the selection criteria, your current resume, and contact details for three referees, must be emailed to [info@focusonehealth.com.au](mailto:info@focusonehealth.com.au)

Additionally, all applicants must complete and return the *Pre-Employment Declaration* no later than at the time of the interview.

Further information can be obtained by contacting James Cheesman, Executive Manager Clinical Governance & Development at FocusOne Health on (08) 8582 3823.

## Position Information

<b>Position Title</b>	Data Analyst
<b>Eligibility</b>	Open to Internal and External Applicants
<b>Working Location</b>	Berri, South Australia or Mount Gambier, South Australia
<b>Classification</b>	Services Level 5
<b>Job Status</b>	Part time / Full time, up to 1.0 FTE
<b>Pay (per annum)</b>	\$92,837 - \$103,995 (Pro-Rata + Superannuation + Leave Loading + Salary Packaging)
<b>Applications Closing Date</b>	5pm, Monday 05 May 2025

### About the Role

We are seeking a motivated Data Analyst to join the FocusOne Health Business Transformation Team. Reporting to the Executive Manager Clinical Governance & Development, the Data Analyst is a new role at FocusOne Health which will focus on generating, analysing, and ensuring the quality of data sets and reports. Responsibilities include activity reporting, regular Minimum Data Sets, board reporting, and ad hoc reports.

The position will generate meaningful insights from diverse data sets, making recommendations for how FocusOne Health manages and structures its data, and communicating with stakeholders about the data and insights developed. Initially, the focus will be on developing and producing service delivery data reports in Tableau. Once established, the role will integrate data from HR, WHS, and compliance systems to create holistic management reporting.

The ideal candidate will combine analytical skills and business acumen to understand organisational needs and communicate effectively with stakeholders. Excellent communication and presentation skills are essential. Familiarity with SQL, Tableau, and statistical analysis is important. Additionally, the candidate should be adept at maintaining data quality and educating users on how to input data cleanly and accurately.

FocusOne Health offers a supportive environment, working with a team of dedicated professionals and organisational specialists, to support your development. Access to significant Professional Development opportunities are available.

We are committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people.

The successful applicant will be remunerated in accordance with FocusOne Health's Enterprise Bargaining Agreement (EBA) dependent on skills, experience, and qualifications. We offer flexible terms and conditions and attractive salary packaging arrangements. For more information about salary packaging, please visit [Discover salary packaging - Community Business Bureau \(cbb.com.au\)](https://cbb.com.au).

Comprehensive onboarding and induction to the role will be provided to the successful applicant.

We reserve the right to appoint to the role prior to the application closure date.

Further information can be obtained by contacting James Cheesman, Executive Manager Clinical Governance & Development at FocusOne Health on (08) 8582 3823

## **Pre-Employment Screening**

If you are selected for an interview, copies of the documentation outlined below will be requested at the job interview.

### **Pre-Employment Declaration**

☒ Pre-Employment Declaration Form

### **Criminal History Assessment**

In accordance with the South Australian Child Safety (Prohibited Persons) Act 2016 and the Children and Young People (Safety) Act 2017, the successful application will be required to attain appropriate criminal and relevant history screening assessment / criminal history check. The following checks will be required for this role:

☒ National Police Clearance

☒ Working with Children Check (DHS)

☐ Aged Care Clearance (DHS)

If these documents are not available by the interview date, this can be discussed on the day.

### **Certificates & Licences**

☒ Qualification/s

☐ Professional Registration/s

☒ DHS Safe Environments for Children and Young People: Through Their Eyes (SE:TTE) training – Full Day Course

☒ Current Drivers Licence (valid in Australia)

☒ Motor Vehicle Registration

☒ Certificate of Currency for Comprehensive Motor Vehicle Insurance

If these documents are not available by the interview date, this can be discussed on the day.

### **Immunisation Records**

FocusOne Health strongly encourages its employees to be fully vaccinated to protect their health and that of our clients and their family and friends.

# Job Description



Position Details	
<b>Position Title:</b> Data Analyst	<b>Date Job Description approved:</b> 14 April 2025
<b>Fulltime Equivalent (FTE):</b> Refer to 'Employment Agreement'	<b>Status of employment:</b> Refer to 'Employment Agreement'  <b>Location:</b> Refer to 'Employment Agreement'
Position Context	
<b>Organisation Overview</b>	<p>FocusOne Health is a locally run not for profit organisation providing a range of programs and services that aim to raise awareness and improve the health outcome of the community. Working in partnership with a broad range of organisations and service providers to deliver integrated and coordinated health services to the community (including General Practice, medical specialists, allied health services and state government health services). An integrated approach is taken to support individuals in prioritising their health and wellbeing.</p>
<b>Job Purpose Statement</b>	<p>The Data Analyst is broadly responsible for understanding the various data that FocusOne Health collects, and using data to find patterns, trends, and issues. The Data Analyst is further responsible for making recommendations about the best use of such data including reporting, informing business decisions, and sharing information with internal stakeholders. The Data Analyst will also make recommendations as relevant to support FocusOne Health's development of its Data Policies.</p> <p>The Data Analyst is responsible for the development, maintenance, and production of relevant reporting from various FocusOne Health data sets, including:</p> <ul style="list-style-type: none"> <li>• Identifying data and data sources;</li> <li>• Sourcing and collecting data;</li> <li>• Cleansing, organising, assessing the quality of data;</li> <li>• Sourcing missing data;</li> <li>• Analysing data, spotting trends, and generating insights;</li> <li>• Preparing visualisations and reports;</li> <li>• Informing and educating users on how to input data cleanly and accurately.</li> </ul> <p>The Data Analyst is also responsible for contributing to / generating regular and ad hoc reports for:</p> <ul style="list-style-type: none"> <li>• FocusOne Health's contract deliverables (including Minimum Data Sets, paired outcome measures, and other trend analysis);</li> <li>• Board reporting;</li> <li>• Clinical and Business Audits;</li> <li>• Business Cases and internal decisions;</li> <li>• Management Reporting.</li> </ul> <p>Initially, the focus will be on developing and producing service delivery data reports in Tableau. Once established, the role will integrate data from HR, WHS, and compliance systems to create holistic management reporting.</p> <p>All FocusOne Health staff demonstrate an understanding of and commitment to the principles of multiculturalism, equal opportunity and the legislative requirements of the WH&amp;S Act.</p>

<b>Reporting Relationships</b>	<p><b>Line Management:</b> Reports through the designated FocusOne Health Manager (refer to 'Employment Agreement').</p> <p>Is accountable to the Board of the FocusOne Health (through the organisational management structure).</p>
<b>Working Relationships</b>	<p>Participates in and actively contributes in regular team meetings and 1:1 meetings with Manager.</p> <p>Is a member of the multi-disciplinary FocusOne Health Team and liaise with FocusOne Health membership and other relevant stakeholders on behalf of FocusOne Health.</p>
<b>Line Management Responsibility</b>	Nil
<b>General Expectations</b>	<p>Employees are required to read, understand and comply with all policies, procedures and any reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the Code of Conduct.</p> <p>Maintains confidentiality and operates within the Information Sharing Guidelines.</p> <p>Participation in Performance Development Reviews every 12 months.</p> <p>FocusOne Health is a smoke and vape free workplace.</p>
<b>Immunisation Requirements</b>	<p>This role is identified in accordance with the FocusOne Health Immunisation Policy as:</p> <p><b>Category C</b> - Minimal client contact.</p> <p>Occupational groups who have no greater exposure to infectious diseases than the general public. The exact nature of job responsibilities should be taken into account when deciding immunisation requirements and all staff should be encouraged to be vaccinated according to the Australian Immunisation Handbook.</p> <p>FocusOne Health strongly encourages that employees for this position provide confirmation of their immunity status including up-to-date COVID-19 vaccination, with a COVID-19 vaccine approved by the Therapeutic Goods Administration (TGA), prior to commencement of employment.</p>
<b>Special Conditions</b>	<p>Some out of hours work may be required.</p> <p>Travel throughout FocusOne Health's catchment, with occasional intra-state trips (to Adelaide) and inter-state travel will be required.</p> <p>A current Driver's Licence (valid in Australia) is essential, and use of comprehensively insured personal motor vehicle will be required, for which there will be mileage remuneration in line with Enterprise Agreement and FocusOne Health policy.</p> <p>In accordance with the South Australian Child Safety (Prohibited Persons) Act 2016 and the Children and Young People (Safety) Act 2017, the attainment of both a <i>National Police Clearance</i> and a <i>Working with Children Check</i> is required prior to commencing employment.</p>

# Job Description



Key Responsibilities		
Accountability	Key Activities and Outcomes What is to be achieved, responsibilities and duties	Key Performance Indicator This is the measurement criteria for how each accountability/responsibility is achieved
		Outcomes & Outputs
Service Delivery		
Program Implementation	<p><b>Contributes to the planning, evaluation, delivery and reporting of the programs staff member works within</b></p> <ul style="list-style-type: none"> <li>Participate in stringent data collection to facilitate accurate reporting to funding bodies, board of management and advisory groups on program performance, outcomes, activities and quality measures.</li> <li>Supports FocusOne Health in working towards a collaborative approach with relevant agencies to ensure effective communication regarding client care and progress is shared with appropriate stakeholders in line with the Information Sharing Guidelines.</li> <li>Identifies common service needs for the client base, creates linkages and solutions with health services/ service options.</li> <li>Supports robust evaluation of FocusOne Health services to inform future community needs/service options.</li> </ul> <p><b>Contributes to the planning, evaluation, delivery and reporting of FocusOne Health programs</b></p> <ul style="list-style-type: none"> <li>Participate in stringent data collection to facilitate accurate reporting to funding bodies, board of management and advisory groups on program performance, outcomes, activities and quality measures.</li> <li>Supports robust evaluation of FocusOne Health services to inform future community needs/service options.</li> </ul>	<ul style="list-style-type: none"> <li>Maintains accurate records of client attendance, appropriate documentation and necessary forms, relating to service delivery.</li> <li>Ensuring that service delivery complies with the appropriate policies and procedures set out in the policy and procedures manual and as per legislative requirements.</li> <li>Demonstrates effective communication including in line with Information Sharing Guidelines.</li> <li>Maintains an up to date knowledge of FocusOne Health services, other associated services and relevant legislative changes affecting mental health service delivery.</li> <li>Collates and reports service delivery data as required in a timely manner.</li> <li>Specific program outcomes demonstrated in reporting including client surveys and case studies provided to required output levels.</li> </ul> <p><b>Policy and Recommendations</b></p> <ul style="list-style-type: none"> <li>Provides actionable recommendations for data policies.</li> <li>Ensures data policies are current and aligned with best practices.</li> <li>Communicates data insights and recommendations to stakeholders.</li> </ul> <p><b>Data Quality and Management:</b></p> <ul style="list-style-type: none"> <li>Identifies, sources, collects, cleanses, organises, and assesses data quality.</li> <li>Sources missing data and ensures high-quality, reliable data.</li> <li>Maintains data quality assurance processes.</li> <li>Informs and educates users on how to input data cleanly and accurately.</li> </ul> <p><b>Analysis and Insights</b></p> <ul style="list-style-type: none"> <li>Analyses data to identify trends, patterns, and generate insights.</li> </ul>

		<ul style="list-style-type: none"> <li>- Proactively identifies issues and opportunities for strategic planning.</li> <li>• <b>Reporting and Visualisation:</b> <ul style="list-style-type: none"> <li>- Initially focuses on developing and producing service delivery data reports in Tableau.</li> <li>- Once established, integrates data from HR, WHS, and compliance systems for holistic management reporting.</li> <li>- Contributes to regular and ad hoc reports for various organisational needs.</li> </ul> </li> <li>• <b>Knowledge and Compliance</b> <ul style="list-style-type: none"> <li>- Maintains up-to-date knowledge of FocusOne Health services and relevant legislative changes.</li> <li>- Demonstrates commitment to multiculturalism, equal opportunity, and WH&amp;S legislative requirements.</li> </ul> </li> </ul>
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General Requirements for All Roles at FocusOne Health		
<b>Administrative Duties</b>	<p><b>Actively undertake administrative duties pertinent to the role and those that support the organisation.</b></p> <p>Monitor emails, phone calls and other communications as required.</p> <p>Ability to work under pressure and prioritise workload.</p>	<p><b>Timely Task Completion:</b> Completes administrative tasks promptly and prioritises them effectively, demonstrating strong time management skills.</p> <p><b>Team and Customer Support:</b> Assists other teams and staff with administrative functions to ensure high-quality customer service and teamwork. This includes supporting key service functions such as reception, office arrangements, and maintaining a positive organisational culture.</p>
<b>Teamwork</b>	<p><b>Actively contribute to the success of FocusOne Health and its culture through effective communication, and by contributing to and facilitating teamwork in all facets</b></p> <p>Supports the principles of equal opportunity, fairness, honesty and respect and fosters a positive organisational culture.</p> <p>Demonstrated ability to work independently as well as part of a multi-disciplinary team.</p> <p>Contribute to a team culture where individual members are valued and recognised for their diverse skill sets.</p>	<p><b>Positive Contribution:</b> Contribute positively and professionally to teams, programs and the organisation.</p> <p><b>Professional Conduct:</b> Displays openness in professional behaviour and adheres to Code of Conduct.</p> <p><b>Active Team Planning:</b> Actively participate in team planning and ensure initiatives are communicated to team members.</p> <p><b>Organisational Values and Conduct:</b> Display organisational values, model appropriate conduct, and operate within organisational boundaries and systems.</p> <p><b>1:1 Meeting Preparation:</b> Prepare for and participate in regular 1:1 meetings with your line manager, using the time to report achievements, issues, and concerns.</p>

		<b>Meeting Participation:</b> Participate in 90-100% of 1:1 meetings and team meetings.
<b>Continuous Quality Improvement</b>	<p><b>Assists with the implementation of continuous quality improvement and assurance activities within the FocusOne Health's quality assurance framework and supports the promotion of FocusOne Health Services.</b></p> <p>Contributing to quality in FocusOne Health's services and programs by demonstrating initiative, and communication with team members, stakeholders and clients, utilising FocusOne Health information management guidelines to record and document.</p> <p>Participates in planning activities, program and/or advisory groups and FocusOne Health-wide quality assurance activities.</p> <p>Represents FocusOne Health positively at local, regional, and state meetings and conferences as required.</p> <p>Provides assistance in the maintenance of data collection systems relevant to the evaluation of programs.</p> <p>Participates in ongoing professional development including annual performance reviews, and the development of and review of Key Performance Indicators.</p> <p>Deliver quality outcomes for the community and stakeholders, including participating in internal audits, incident reporting and utilising service improvement request.</p>	<p><b>Commitment and Effort:</b> Demonstrates dedication to program, team, and organisational objectives, showing significant drive to achieve goals.</p> <p><b>Continuous Improvement:</b> Identifies, develops, and implements new initiatives and quality improvement activities to enhance performance.</p> <p><b>Professional Engagement:</b> Engages positively and professionally with management, staff, clients, and stakeholders.</p> <p><b>Learning and Sharing:</b> Participates in mandatory and professional learning, sharing knowledge and industry updates with colleagues.</p> <p><b>Accreditation and Certification:</b> Actively participates in accreditation and certification activities.</p> <p><b>CQI Reporting:</b> Utilise the Service Improvement Request process as necessary and ensures timely incident reporting.</p> <p><b>Internal &amp; External Audits:</b> Participate actively and positively in audit processes.</p>
<b>Work Health and Safety</b>	<p><b>All activities are implemented with consideration to safe work practices; meeting obligations under WHS legislation.</b></p> <p>Participates in WHS systems and drills, maintains WHS knowledge and WHS training; including awareness of organisational WHS Risk Plan, policies and procedures.</p> <p>Contributes to the Identification and assessment of WHS risk (including identification of hazards); prioritising safety for staff</p>	<p><b>Work Health &amp; Safety Implementation:</b> Monitors work health and safety issues and implements safety controls.</p> <p><b>Participation in Drills &amp; Inspections:</b> Participate in WHS drills and inspections as requested.</p> <p><b>Hazard and Incident Reporting:</b> Complete hazard and incident reports.</p> <p><b>Timely WHS Reporting:</b> Ensure 100% of incidents and hazards are reported within the required timeframe.</p>



	and all others accessing FocusOne Health facilities/equipment/services	
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Selection Criteria	
Essential Minimum Capabilities	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent numeracy skills</li> <li>• Excellent analytical skills to spot problems, patterns, and insights</li> <li>• Problem-solving skills</li> <li>• Excellent written and spoken communication abilities to present complex ideas in understandable ways</li> <li>• Proficiency with data quality assurance processes</li> <li>• Ability to educate users on clean data input practices</li> </ul>
<b>Experiences &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Proficiency with visualisation tools such as Tableau, PowerBI</li> <li>• Experience in generating reports for operational, contractual, and board needs</li> <li>• Experience in integrating data from multiple sources (eg. HR, WHS, compliance systems)</li> <li>• Understanding of health care environments and clinical data</li> <li>• Understanding of databases including SQL</li> <li>• Understanding of health data retention and confidentiality requirements</li> <li>• Knowledge of data visualisation best practices</li> <li>• Familiarity with data governance and policy development</li> </ul>
<b>Qualifications &amp; Registrations</b>	
Desirable Characteristics	
<b>Experiences and Knowledge</b>	<ul style="list-style-type: none"> <li>• Statistical analysis</li> <li>• Experience with data integration and ETL (Extract, Transform, Load) processes</li> <li>• Knowledge of data quality management and assurance</li> </ul>
<b>Personal Abilities</b>	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Presentation skills to engage stakeholders in person</li> <li>• Strong organisational skills</li> <li>• Ability to work collaboratively with cross-functional teams</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Tertiary qualification in statistics, mathematics, economics, data science, computer science, business analytics, information technology or other applicable qualifications</li> <li>• Evidence of subject matter relevant short courses if applicable</li> <li>• Certification in data analysis or data science (eg. Microsoft Certified Data Analyst Associate)</li> </ul>

Organisational Requirements			
Acknowledgement and Approval			
Key results and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Job and Person Specifications will be reviewed in line with Performance Review & Development Appraisals unless required earlier.			
<b>Acknowledged by Employee</b>		<b>Date:</b>	<b>Signature:</b>
<b>Approved by CEO</b>	Scerina Rasheed	<b>Date:</b>	<b>Signature:</b>