

Position Title: Clinical Costing & Performance Analyst

Campus: Ballarat or Horsham

Directorate: Access, Performance & Workforce

Department: Decision Support Unit

Reporting to: Manager Business Intelligence

Direct Reports: None

Appointment Terms/Conditions:

Classification and Code: Admin Grade 5 (HS5)

Enterprise Agreement: Victorian Public Health Sector (Health Professionals, Health & Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021. Drawing on a regional history of over 150 years, we provide service to over 250,000 Victorians, operate across 21 campuses and sites, and employ more than 7,000 dedicated professionals. Our values reinforce our commitment to providing high-quality, accessible healthcare services close to home. Our mission is to serve the communities of the Grampians region with comprehensive care, ensuring every individual receives the attention they deserve. For more information, visit www.grampianshealth.org.au.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The Clinical Costing and Performance Analyst will provide high-quality, timely reporting, modelling, and performance analysis on organisational clinical costing, casemix allocations, and will lead and manage the Victorian Cost Data Collection (VCDC) submission for Grampians Health. The role will focus on providing an end-to-end solution for organisation wide clinical cost data collections, submissions, reporting and performance analysis. This niche role will leverage off existing infrastructure and processes, whilst enhancing business process and automations, and maximising the functionality of our third-party software solution PPM3 from Power Health Solutions.

Your extensive experience in complex health-related analysis and benchmarking, data management (incl. automation, integration, interrogation & validation), financial performance modelling, reporting, and casemix analysis will enable successful delivery of strategic outcomes for this role. The role requires strong leadership and stakeholder engagement skills, a commitment to best practice, and working with a collaborative & professional team to develop and drive solutions that enhance service delivery, performance efficiency and strategic decision making for excellent health outcomes.

KEY ACCOUNTABILITIES

- Working with both clinical and corporate operational departments and clinical leads to ensure timely outcomes for data analytics and reporting in accordance with the respective internal and external reporting timelines.
- Ensure accurate data validation processes are embedded into reporting construction and design
- Develop detailed documentation on reporting, processes, and publication of clinical costing reports and dashboards.
- Ensure stakeholder liaison and engagement is conducted timely and effectively in accordance with organisational values and clinical costing project objectives.
- Provide guidance in data interpretation & findings of clinical data and casemix analysis reporting outcomes.
- Lead the Victorian Cost Data Collection (VCDC) submission and all respective communication with the Department of Health.
- Liaise with clinicians and department managers to collate and validate clinical cost allocation models.
- Manage data collection, validation and accuracy between general ledger, patient activity, and costing systems.
- Design and deliver advanced costing reports and insights for strategic decision-making.
- Support integration of activity-based costing into monthly reporting processes.
- Build and maintain strong working relationships with key internal and external stakeholders.
- Participate in key organisational committee meetings where required.

KEY SELECTION CRITERIA

Qualifications

- Tertiary qualifications in information technology, health information management, finance, and / or relative industry experience commensurate with position level.
- Experience in dashboard and report development using MS Power BI and SharePoint, demonstrating significant experience in analysis, problem solving and solution recommendation and implementation.
- Strong SQL skills including the use of stored procedures to query databases and data warehouses.

- Experience of working in an ICT or financial analytics department and / or complex healthcare environment would be highly desirable.
- Extensive relevant industry experience in data analysis and reporting

Technical/Professional Knowledge and Skills

- In depth knowledge and experience in managing data integrations, validations, analysis and reporting.
- Knowledge of hospital corporate systems, patient management systems (IBA / IPM for example), would be advantageous.
- Planning & Organising: Establishing courses of action for self and others to ensure that work is completed timely & efficiently.
- Communication: Clearly convey information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.
- Uses data and information in a clear and rational thought process to assess and understand issues, evaluate options, and form accurate conclusions and recommendations.
- Demonstrated experience in providing high level data collation, submissions and reporting to internal & external stakeholders with the ability to meet timelines and prioritise workloads.
- Well-developed communication and writing skills and an ability to engage professionally with diverse range of key personnel.

Work Environment

- Work on site (any Grampians Health campuses) with the ability to work remotely if required.
- Travel between campuses across Grampians Health as required.
- Ability to work in an environment of evolving organisational change and progressive ICT infrastructure development.

Personal attributes

- Excellent attention to detail, with demonstrated high level analytical, conceptual, and problem-solving skills
- Ability to initiate progress by taking prompt action to accomplish objectives, achieve goals, and be proactive in implementing solutions for improvement.

Interpersonal skills

- Ability to effectively liaise with stakeholders from multiple organisations concurrently to ensure effective data analysis and interpretation

Teamwork

- Work with clinical leads, business analysts, business users, and key departmental stakeholders in determining requirements and clinical costing data collection and submissions.
- Work respectfully and collectively with members of the Decision Support Unit, Finance, and ICT to drive results.

Documentation, Planning & Policy Development

- Ensure documentation and procedures for clinical costing and casemix analysis, reporting and submissions are detailed and up-to-date and that new documentation is created for any project analysis upon their release.

Management

- Undertake other duties as directed within the Access, Performance & Workforce portfolio when required.

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary a NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.