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| *Eastern Palliative Care Assoc. Inc. (EPC) delivers home-based care services to the eastern region of the Greater Melbourne area.*  *All staff and volunteers of EPC must demonstrate a commitment to our Code of Ethics, Code of Conduct and a willingness to work within the organisational Vision, Mission and Values.* |
| ***Our Mission:*** *EPC is privileged to care for and accompany the dying person and their caregivers in the final phase of life, upholding their dignity and respecting their spiritual, physical, emotional, cultural and social needs.  Our care continues in the bereavement services that we offer caregivers and families.* |
| ***Our Values:***  ***Compassion*** *– includes sympathy for others in their suffering, listening, accepting and actively responding to their needs*  ***Dignity*** *– upholding the unique personality, situation and choices of others, valuing their lives in the face of death and respecting their rights*  ***Excellence*** *– striving to do our best for those in our care and to give leadership through quality care, ethical practice, research and innovation*  ***Partnering*** *– vesting control in the client while joining with others to give continuous care* |
| ***Equity and Access:*** *EPC is committed to equal opportunity, social justice, cultural diversity and social inclusion in community based palliative care. We recognise the value of diversity amongst staff and clients and we aim to create an inclusive work and health care environment free from discrimination and harassment. We also respect that different cultures, rights and practices exist within the community.* |

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| **SENIOR DATA ANALYST/BIOSTATIstiCIAN** |
| *Reporting to the Business Manager, the data analyst will provide statistical support in the analysis and reporting data from registries including the organisation’s Client Information Management System (PalCare) in an accurate and timely manner. You will be required to provide analytical support over a number of projects and to understand, consult and help direct any statistical analysis. Additionally, the role will require the formulation and delivery of training seminars and workshops designed to upskill and empower our staff in statistics. The person will work independently and in collaboration with the PalCare Administrator under the supervision of the Business Manager.* |
| **Essential Education Qualifications/Competencies:** |
| * A bachelor’s degree in a quantitative field with several years working experience, preferably in the field of public health, or a Master’s in Public Health degree or a Master’s degree in a related quantitative field. OR An Honours (Class I), MSc or PhD in Physics, Mathematics, Statistics, Bioinformatics, or an equivalent recognised qualification and experience in biological data analysis * A minimum of five years in the analysis and interpretation of complex, quantitative biological data * High-level analytical skills, data manipulation, visualization and exploratory data analytical skills * Sound understanding of statistical principles * Good knowledge of healthcare data * Excellent written communication and verbal communication skills with proven ability to produce clear, succinct reports and documents * A demonstrated awareness of the principles of confidentiality, privacy and information handling * Capacity to work in a collegiate manner with other staff in the workplace * High level of competency in Software Applications e.g.: PostgreSQL, Microsoft Office/Access/Word/Excel and Statistical Software packages * High level organisation and time management skills with an adaptive style that responds to the changing business environment and demands * Ability to work with a high level of independence and autonomy as well as working well within a team * Experience in providing statistical consultation and training, preferably within a medical research environment * Current Victorian driver’s licence, good driving record and willingness to use own vehicle in line with EPC Process Map 1761 – Motor Vehicle Use of |
| **Key Results Areas:** |
| 1. Demonstrates a commitment to quality, continuous improvement, occupational health and safety and risk management. 2. Provide analytical support over a number of projects. 3. Production of reports which are statistically sound and to develop and measure the impact of programs/initiatives. |

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| **Key Result Area 1** | **Demonstrates a commitment to quality, continuous improvement, occupational health and safety and risk management** |
| **Key Result Indicators** | * 1. Take responsibility for own health and safety and that of others who may be affected by workplace conduct.   2. Ensure that all hazardous conditions, injuries and near misses are reported immediately to the Quality Coordinator.   3. Participate in meetings, training and other health and safety activities as deemed necessary by Eastern Palliative Care.   4. Demonstrated ability to foster and collaborate in the development and achievement of best practice and quality processes. |
| **Key Result Area 2** | **Provide analytical support over a number of projects** |
| **Key Result Indicators** | 1. Responsible for the provision of statistical support in the analysis and reporting of data from registries including the organisation’s Client Information Management System (PalCare) in an accurate and timely manner. 2. Work collaboratively with the PalCare Administrator and other Managers and Project Officers to achieve high level outcomes. 3. Demonstrate well-developed communication and interpersonal skills in the dealing with all key stakeholders. 4. Ensure strict confidentiality of records, meeting discussions and data collection. 5. Provide advice and support to CEO and Managers to ensure we make the best use of the data we have available. 6. Assist the CEO and Managers with literature reviews when establishing quality or research projects. |
| **Key Result Area 3** | **Production of reports which are statistically sound and to develop and measure the impact of programs/initiatives.** |
| **Key Result Indicators** | 1. Provide and facilitate interpretation of data with experimental design. 2. Establish data analysis pipelines, 3. Develop novel analysis algorithms. 4. Introduce and implement established protocols and eventually transform experimental data into interpretable knowledge that may enable findings that contribute to improving clinical outcomes. 5. Provide advice and support in relation to research approved by EPC Ethics Committee 6. Assist staff in understanding how data can be utilised to support quality activities and research |

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| **Agreement:** | **I have read, understood and agree to comply with this job description.** | |
| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |
| Date Reviewed: | July 2019 | |