Position Description

Team Leader, Analytics and Reporting

AREA:	Analytics and Reporting
REPORTS TO:	GM Strategy and Partnerships
DIRECT REPORTS:	1-2 Direct reports
POSITION STATUS:	Vacant
SALARY:	$94,963
LOCATION:	Melbourne, hybrid model

Who We Are

Since its inception in 1997, the Rural Workforce Agency Victoria (RWAV) has become a significant and successful non-profit organisation based in Victoria, Australia.

RWAV improves access to quality primary care health services and other health services for rural, regional and First Nations communities across Victoria. We improve health outcomes through effective and customised health workforce solutions that are informed through partnerships, workforce and population health data, and collaboration with communities.

Our Purpose

Providing effective and customised health workforce solutions for rural and First Nations communities in Victoria.

Our Vision

All Victorian communities to be supported with equitable access to a high-quality health workforce that promotes positive health outcomes.

What We Do

RWAV provides sustainable health workforce solutions for Victorian rural, regional and First Nations communities to enable equitable access to primary health care.

We do this by:

- Providing health workforce recruitment, locum services, outreach and grant programs.

- Influencing key decision-makers through our health workforce data, research and analysis expertise.

- Collaborating to support a well-distributed, high-quality health workforce throughout Victoria.

Our Values

Respect	We treat everyone with dignity, recognising the value and diversity of our communities. We listen to everyone and respect their views and contributions.
Accountability	We are transparent and accountable to those we work with concerning our services and their delivery.
Collaboration	We work as a team with our community by building strong relationships. We embrace opportunities to collaborate and partner with communities and organisations to help us achieve our goals.
Innovation	We embrace change and constantly seek new ways to achieve our goals.
Resilience	We respond to challenges willingly, with a holistic approach and unwavering resolve.

The Role

As a Team Leader your role is the key point of contact for day to day operations of the Analytics and Reporting team. The primary function of the Team Leader is to lead the data collection, data management, analysis, reporting and ensure high quality timely reporting against contractual obligations for RWAV. You will bring innovation, creativity, a curious mind, effective communication and expertise in problem solving and analytics.

Key Responsibilities

- Lead the Analytics and Reporting team, allocate work, and monitor the team's performance.

- Serve as the organisation's data expert, delivering presentations and representing RWAV both internally and externally. Communicate complex data insights to diverse audiences, enhancing the organisation's reputation in data-driven health planning.

- Take a lead role in ensuring RWAV's data informs planning and reporting activities, and ensure obligations are completed to a high standard and on time.

- Lead the team in delivering projects, activities and ad hoc requests relating to qualitative and quantitative data, research, planning, analysis, reporting and evaluation.

- Identify opportunities to improve data collection, data integrity and business processes with a focus on efficiencies, customer service and effective communication (verbal and written).

- Apply analytical knowledge and provide advice on planning, sourcing data, data management, analysis and reporting to support RWAV's business needs and growth opportunities.

- Build positive, engaging and effective relationships with the team, and other RWAV teams, to foster collaboration and cross organisational access to data to effectively support and inform the work of RWAV.

- Collaborate with key stakeholders and partner organisations to collect and analyse health and socio-demographic data. Use this data to inform planning processes across rural Victoria. Present findings and RWAV's work as required

- Be self-driven, curious and tech-savvy while managing competing priorities, delivering timely results and upholding RWAV Values.

- Other duties as directed by the line manager in accordance with the priorities of RWAV or the activity work plans for funded programs and consistent with the skills required for the role.

Selection Criteria

1. 3-4 years' experience working with health or population data, preferably within a hospital, government or similar organisation.

2. A qualification in statistics, data science, data analysis or equivalent, preferably at a post-graduate level.

3. Highly developed analytical and problem-solving skills including the ability to source, clean and prepare data, perform analysis, create dashboards or visualisations and prepare reports.

4. Demonstrated proficiency with programming languages/packages, such as R or Python. Experience in or willing to learn SQL, Tableau or Power BI, Salesforce and other technologies.

5. An effective communicator with the ability to build and maintain key working relationships across RWAV and externally; to ensure a high level of service to customers.

Personal Qualities/Behaviours:

- Proven ability to manage multiple projects and priorities, and lead a team.

- A focus on sustainable solutions, innovation and customer service.

- Being adaptive, reliable, organized and effectively working to deadlines.

- A growth mindset, willingness to learn and share knowledge.

REVIEWED:	June 2024
NEXT REVIEW:	June 2025

I have noted the role and primary responsibilities detailed in this document.

EMPLOYEE SIGNATURE:
MANAGER SIGNATURE:
DATE: