

# POSITION DESCRIPTION

## Information Analyst

### Reports to

Team Leader, Reporting and Analysis

### Business Area

Knowledge Management

### Position Purpose:

To deliver timely and accurate analysis, reporting and insights to influence and support operational delivery and change in Pegasus and its health partners.

### Dimensions

Direct reports: no

Budget responsibility: no

### Key Relationships

#### Internal:

- The Knowledge Management Team
- Pegasus Health teams
- Executive Team

#### External:

- Ministry of Health
- Canterbury District Health Board
- National Health Boards
- Pegasus Health members
- Other partner organisations

### KEY TASKS AND RESPONSIBILITIES:

Key Tasks	Expected Outcomes
Relationship Management	<ul style="list-style-type: none"> <li>• Establish and maintain proactive relationships with assigned Pegasus Teams.</li> <li>• Information needs are identified and continuously improved.</li> <li>• Analysis and reports are delivered in a timely manner.</li> </ul>
Business Analysis	<ul style="list-style-type: none"> <li>• Service/clinical processes are understood and documented</li> <li>• Measures are clearly defined and documented</li> <li>• Source data elements and data transformation are defined and documented.</li> </ul>
Information analysis	<ul style="list-style-type: none"> <li>• Analysis is delivered that meets the service's needs.</li> <li>• Analysis utilises the best available information and appropriate approaches.</li> <li>• Core information and reports are available on time and presented in a clear and concise way.</li> <li>• Communicate complex and technical information to non-technical people and ensure that it is meaningful and easily understood.</li> </ul>
Reports and Dashboards	<ul style="list-style-type: none"> <li>• Reports and dashboards that meet the core information needs of a service are established, maintained and continuously improved.</li> <li>• The delivery of information is automated to the maximum possible extent.</li> <li>• Reports are developed using the appropriate tools.</li> </ul>
Data extraction	<ul style="list-style-type: none"> <li>• Acquisition and handover of data occurs as requested by stakeholders (extraction, transformation and reporting).</li> </ul>
Statistical analysis	<ul style="list-style-type: none"> <li>• Apply statistical methods where appropriate for example to measuring variance or provide forecasts.</li> <li>• Appropriate statistical software such as R is utilised.</li> </ul>
Knowledge development	<ul style="list-style-type: none"> <li>• Active engagement with operational teams to support the use of information to improve service delivery and decision-making.</li> </ul>

	<ul style="list-style-type: none"> <li>New information and knowledge is developed to support individual teams; Pegasus and the wider Canterbury Health system achieve its objectives.</li> </ul>
Understand Pegasus and General Practice clinical and business systems	<ul style="list-style-type: none"> <li>The context of Primary Health Care data collection is understood.</li> <li>Data from Practice Management Systems (PMS) into and out of Pegasus data warehouses and associated transformations are understood.</li> <li>Data is utilised from the appropriate source.</li> </ul>
Understand the data and information collected across the wider Canterbury health systems.	<ul style="list-style-type: none"> <li>The context of health system data collection is understood.</li> <li>Data from across the wider health system is understood.</li> <li>Understanding of the range of datasets available and how they could be utilised.</li> </ul>
Maintain personal skills; remain up to date with analysis tools and techniques.	<ul style="list-style-type: none"> <li>Awareness of advances in analysis and reporting tools and techniques is maintained</li> <li>Participate in development activities as appropriate.</li> <li>Ensure high quality of services.</li> </ul>
Documentation	<ul style="list-style-type: none"> <li>Documentation for our Reporting processes is maintained or developed as required.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>Accepts responsibility for their contribution to the team</li> <li>Behaviours in a manner consistent with the organisations values.</li> </ul>
Information Security	<ul style="list-style-type: none"> <li>Information is managed in line with Pegasus Health's information security policies to ensure privacy; confidentiality; Integrity and availability are maintained.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>Comply with responsibilities under the Health and Safety at Work Act 2015.</li> </ul>

### Qualifications and Technical Skills:

#### Essential

- Relevant Tertiary Qualification
- Broad based analysis and statistical skills
- Intermediate T-SQL writing skills

#### Desirable

- Intermediate SSRS and Tableau skills

### Experience:

#### Essential

- 3 to 5 years in an analytical role, proven analysis and problem solving abilities
- Experience in the use of applications such as the SQL server and MS Office tools
- Knowledge of the presentation of information through dashboards, utilising products such as Tableau
- Experience in the development of reports in SSRS or equivalent
- Business analysis skills

#### Desirable

- Statistical tools, such as R software
- Knowledge of data mining
- Health sector experience

### Personal Attributes:

- A critical thinker with a systematic approach to problem solving
- Have strong interpersonal and communication skills (written and oral) and have the ability to effectively communicate complex information to non-technical people
- Have highly developed co-ordination and time management skills
- Ability to apply analytical thinking to a range of tasks
- Treat information sensitively and confidentially
- Be a good team player, with energy, vision and initiative

### Treaty of Waitangi

Pegasus Health is committed to the principles of the Treaty of Waitangi.

### Pegasus Values

Pegasus Health is an organisation that promotes a sense of community. We all work towards creating an environment where people experience a strong sense of belonging, of mutual support and are connected by the patient centric vision of 'being an international centre of excellence for the development and provision of primary and community based healthcare'.

- Trust and respect
  - Communication
  - Team work
  - Development of potential
  - Continuous improvement
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