

## POSITION DESCRIPTION

# Data Analyst COVID 19 - Expression of Interest

Our CORE values  
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Health System Support Group
Position Classification	Health Mgr Lvl 1
State Award	Health Managers (State) Award
Category	Population Health   Public Health Management
Vaccination Category	Category B
ANZSCO Code	511112 Program or Project Administrator
Website	<a href="http://www.health.nsw.gov.au">www.health.nsw.gov.au</a>

## PRIMARY PURPOSE

The COVID-19 Data Analyst is part of the Epidemiology and surveillance team within the Public Health Response Branch (PHRB) responding to the COVID-19 Pandemic.

The **Data Analyst** is responsible for cleaning and preparing data from various sources (laboratory line lists, contact tracing spreadsheets, flight manifests etc) for import into surveillance systems.

The **Data Analyst (Pipeline)** is responsible for providing high quality reliable data for the reporting team and other government users.

The **Reporting Data Analyst** is responsible for analysis and enhancement of reporting data to provide high level and detailed daily, weekly and longer-term reports and visualisations. The Reporting Data Analyst will also respond to queries and information requests and other duties as required.

Individuals recruited under this position description may be asked to rotate between two or more of the Data Analyst, Data Analyst (Pipeline) and Reporting Data Analyst roles, depending on their skill set and on organisational needs for the COVID-19 outbreak.

## ESSENTIAL REQUIREMENTS

### Data Analyst:

- Data analysis skills and experience
- Experience with SAS or another data analysis platform such as Python or R
- Health or laboratories data experience preferred
- Demonstrated high-level problem-solving skills and attention to detail.
- Demonstrated excellent communication skills.
- Knowledge and understanding of NSW Health policies, working process and guidelines.
- Previous experience in data management and statistical computing.

### Data Analyst (Pipeline):

## POSITION DESCRIPTION

# Data Analyst COVID 19 - Expression of Interest

- Data analysis skills and experience
- Experience with complex data preferred
- Proficiency in R preferred, including experience writing tests, source control and package development
- Health or laboratories data experience preferred

## KEY ACCOUNTABILITIES

### Data Analyst:

- Prepare daily data extracts for import into the surveillance system.
- Provide support for users working with reporting extracts in other government areas.
- Liaise with data providers & subject matter experts to ensure correct translation between source data and stored data.
- Prepare data for state-wide reporting
- Develop and maintain data pipeline code and improve code quality

### Data Analyst (Pipeline):

- Prepare nightly data to provide to reporting team and other stakeholders.
- Develop data pipeline code and improve code quality using best practice R development guidelines and source control management software.
- Refine requirements by taking feedback from data users and stakeholders.

### Reporting Data Analyst:

- Prepare visualisations for reporting team.
- Prepare SitRep, Premier numbers and other data products on request.
- Liaise with Surveillance team to review recent evidence to inform data cleaning.
- Improve code quality using best practice R development guidelines and source control management software.
- Provide timely answers to data-related questions from PHRB Senior Executive.

## KEY RELATIONSHIPS

Who	Why
Team leader	
Public Health Unit and Local Health District Staff	
PHRB staff	

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## SELECTION CRITERIA

1. Data Analyst - Experience with SAS or another data analysis platform such as Python or R. Previous experience in data management and statistical computing.
2. Data Analyst - Demonstrated high-level problem-solving skills and attention to detail.
3. Data Analyst - Demonstrated excellent communication skills.
4. Data Analyst - Knowledge and understanding of NSW Health policies, working process and guidelines.
5. Data Analyst (Pipeline) - Experience with complex data preferred.
6. Data Analyst (Pipeline) - Proficiency in R preferred, including experience writing tests, source control and package development.
7. Data Analyst / Data Analyst (Pipeline) - Data analysis skills and experience.
8. Data Analyst / Data Analyst (Pipeline) - Health or laboratories data experience preferred.

## OTHER REQUIREMENTS

### KEY CHALLENGES

#### Data Analyst:

- Work under time pressure to tight deadlines
- High attention to detail required
- Weekend work required

#### Data Analyst (Pipeline):

- Evening and weekend work required
- Apply appropriate analyses to complex data
- Work across sometimes conflicting and/or contrasting requirements from different stakeholder groups

#### Reporting Data Analyst:

- Work under time pressure to tight deadlines
- Evening and weekend work required
- Work in a high pressure environment
- Match technical feasibility of data analyses with operational requirements

## KEY OUTCOMES OF THE ROLES

#### Data Analyst:

- Daily preparation of data
- Development of scripts for new data sources
- Monitor and respond to questions sent to data inbox

#### Data Analyst (Pipeline):

- Facilitate correct and timely provision of data
- Maintenance of code and documentation to a high standard

#### Reporting Data Analyst

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# Data Analyst COVID 19 - Expression of Interest

- Facilitate correct and timely reporting
- Development of reporting systems to be used by other members of the PHRB Epidemiology team
- Maintenance of code and documentation to a high standard

## DECISION MAKING OF THE ROLES

The position holder must refer to the Team leader or Floor manager:

- Close contacts who disclose they will not follow their public health requirements
- People out of state, for referral to home state
- Any issues they are unable to resolve with the script provided, including complaints