Position Description

Position title	Clinical Data Analyst
Department / Division	Centre for Health Analytics
Classification	Grade 7 Year 1 – Grade 7 Year 5 (AO71-AO75)
Position reports to	Data Services Lead, Centre for Health Analytics
No. of direct & indirect reports	0
Location	The Royal Children's Hospital, Flemington Road, Parkville / Hybrid – Work from home
Risk category	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

The Royal Children's Hospital
The Royal Children's Hospital's (RCH) vision is *a world where all kids thrive.*

RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.

RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria. Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of $850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.

Further information on RCH is available at www.rch.org.au

ROLE CONTEXT

The Centre for Health Analytics is an exciting collaborative venture for the Melbourne Children's campus partners – The Royal Children's Hospital, MCRI and The University of Melbourne.

The Centre enables the vision of Melbourne Children's to become an internationally leading paediatric campus in the use of data to improve all aspects of patient care, operations, education, and research. The Centre has received

generous financial support from the Royal Children's Hospital Foundation. The Centre delivers data services to the Campus, enabling access to data and analytics support, builds data infrastructure and is building a data enabled workforce through a range of workforce development initiatives. Our vision being to unleash the power of data to improve health.

ROLE PURPOSE

The Clinical Data Analyst will be responsible for the processes and tasks associated with the extraction, visualisation, analysis and secondary use of clinical data from the hospital Electronic Medical Record (EMR) and other source systems. The role will include the analysis and documentation of the requirements of clinical subject matter experts, as well as the development, validation and troubleshooting of SQL queries, Epic EMR Reports, Epic EMR Dashboards and Power BI reports. The Clinical Data Analyst will work in collaboration with other clinical data analysts, researchers, and other technical experts in the Centre for Health Analytics. The goals of these collaborations will be to understand how clinical workflows and data capture processes affect data captured by the EMR and to reinforce the appropriate use and interpretation of this data.

KEY ACCOUNTABILITIES

Technical
- Prioritise and complete clinical data service requests that achieve the goals of the Centre.
- Work with subject matter experts to analyse clinical data problems and then design and document requirements for clinical data and analytics solutions.
- Collaborate with other analysts and stakeholders to understand the impact of clinical workflows on the secondary use of clinical data captured by the EMR.
- Design, develop, review, and optimise a variety of data outputs including multi-table SQL queries of clinical data, visualisations, data analyses, insights – using a variety of graphical and code-based tools (SQL, R, Python, Power BI/Power Query and AI/ML where appropriate).
- Critically review design, requirements, and specification documents with an eye for detail.
- Lead in the interpretation and analysis of clinical datasets with researchers and clinicians.

Stakeholder Management
- Manage working relationships with the Campus stakeholders to participate in a coordinated support model for the Centre for Health Analytics.
- Provide multiple solutions to identified problems, communicate solution options with campus stakeholders, then agree a way forward.
- Presenting technical concepts in simple and understandable terms so as both technical and non-technical audiences gain an understanding of the problem and proposed solution.

Administration
- Prepare and maintain training and support documentation including knowledge and code repositories, relating to Power BI reports, SQL code, EMR reports, EMR dashboards and other data products.
- Support face-to-face and online training to a broad range of stakeholders where required.

Teamwork
- Contribute to an innovative and collaborative work environment.

- Responsible for the continuous improvement of clinical data and analytical products from the Centre for Health Analytics.
- Build and maintain a good working relationship with the other campus data related teams and a wide range of MCRI and RCH stakeholders including Heads of Departments, Group Leaders, Researchers and Clinicians to ensure the Centre for Health Analytics achieves its goals.
- Conduct cross training and opportunities for shared learnings amongst Campus team members including knowledge sharing and code sharing.
- Report on the status of work packages for which you are responsible.
- Contribute to strategic planning of the Centre for Health Analytics where appropriate.

QUALIFICATIONS AND EXPERIENCE

Essential
- A relevant tertiary degree in health science, health informatics, digital health, information technology, data science or equivalent and several years relevant experience to the role.
- Experience in the design, implementation and validation of reports (or extracts) from a health information system such as an EMR, PAS or GP software system.
- Demonstrated understanding of the healthcare sector and health information system(s) including data capture workflows, data validation logic and data reporting.

Desirable
- Experience working in a hospital environment or other large health-related organisation.
- Knowledge and skills of SQL, R, Python, DAX, Power Query M or other data manipulation languages.
- Experience in gathering and documenting technical user requirements in the context of a health information system.

KEY SELECTION CRITERIA

- Demonstrated ability to deliver solutions that meet the needs of end users
- Proven experience in a team environment and ability to work well as a senior team member
- Demonstrated experience in clinical data extraction, analysis, visualisation
- Strong analytical and problem-solving skills
- Proven ability to develop and maintain high-quality documentation
- Excellent interpersonal and communication skills
- Experience working collaboratively within a multidisciplinary team
- Strong organisational, planning and project management skills
- Demonstrated ability to build and maintain key working relationships across organisation and ensure high level of service to stakeholders
- Demonstrated ability to work with initiative, autonomy and lead others in the pursuit of team goals
- Ability to handle confidential and sensitive information with discretion
- Ability to prioritise workload and competing demands of team

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment

- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated	August 2025