

Role description

Clinical Epidemiologist

Cairns/Townsville/Mackay

Department:	Health Services Integration and Innovation
Location:	Cairns/Townsville/Mackay
Position type:	Full-time
Classification:	Level 8
Reports to:	Health Services Integration and Innovation Lead
Direct reports:	Nil

Our values

Collaboration

We work together successfully by valuing, appreciating, and contributing as a team. We build collaborative strategic partnerships for the good of our community.

Equity

We work in a fair and non-judgemental environment where all views and opinions are considered equally. We treat all stakeholders the same and work to reduce inequalities in health for the most disadvantaged.

Innovation

We support an environment that fosters creative, innovative, and solution-focused ideas. We work in partnership with our stakeholders and encourage new, innovative, and creative working to solve complex societal problems.

Integrity

We are open and transparent in our decision-making and deliver on our promises.

Respect

We encourage and give people the opportunity to communicate by listening, acknowledging, and appreciating what they have to say in a supportive and professional manner. We act in a professional manner at all times to build strong relationships even in the absence of agreement.

Access

We support better and timelier access to primary health care by working collaboratively with multidisciplinary teams. We consider the financial, organisational, physical accessibility and acceptability, and social or cultural barriers that limit the utilisation of primary health care services.



Role summary

The Clinical Epidemiologist is responsible for leading the identification, interpretation, analysis, and dissemination of reliable health data to inform health service planning and evaluation. This role will be required to work with internal and external stakeholders in researching, analysing, and increasing the understanding and interpretation of epidemiological information as an important evidence base for decision making and demonstration of outcomes.

Key responsibilities

Role specific

- Lead and manage the development and implementation of epidemiological methods for the design and analysis of data.
- Lead the development, management, and use of evidence-based planning, monitoring, and reporting systems that support NQPHN and population health strategies.
- Provide expert advice to the NQPHN Executive and portfolio teams on data to support commissioning.
- Provide advice on the ongoing design requirements for data collection, visualisation, cleaning, manipulation, storage, and management.
- Analyse and evaluate quantitative and qualitative data, and research evidence from a range of sources, to make recommendations and inform decision making.
- Prepare high level reports including contributing to the annual Health Needs Assessment.
- Planning and designing the assessment focusing on health needs and inequalities to identify areas for action within the population, based on the best available evidence.
- Support the collection and collation of data to inform service planning, monitoring, and evaluation.
- Supporting providers and stakeholders to increase understanding and interpretation of epidemiological information to inform health service planning and evaluation.
- Assisting in building the epidemiological capability of the NQPHN workforce.

Organisation wide

- Committed to “One PHN” and working collaboratively and engaging purposefully across the organisation, including the offices, teams, and functions.
- Ensure “best practice” processes across all areas of responsibilities.
- Comply with the organisation’s policies and procedures.
- Ensure the safety of yourself and others in line with the organisation’s WHS policies and procedures and the Workplace Health and Safety Act 2011.
- Perform other duties reasonably required as directed.

Key selection criteria

- Postgraduate degree in epidemiology or biostatistics and at least 3-5 years relevant work experience.
- Demonstrated experience in data analysis, involving complex statistical methods that address health and/or social issues. Ability to use this information to facilitate decision making and inform policy recommendations – specifically the ability to take complex information and distil this into easy to understand information, to contribute to the production of summarised reports for internal use and external publication.
- Extensive data storage, management, analysis, and interpretation skills that are compliant with national, regional, and state policies and procedures.
- Experience with specialist statistical/ data analytical software and data management software (e.g. SPSS, SAS, STATA, R, S-PLUS, EPIDATA, EPI-INFO).
- Proven experience applying epidemiological evidence to the identification and prioritisation of strategic health priorities, including the application of forecasting and modelling methodologies.
- Demonstrated ability in the presentation of complex health data in written epidemiological reports.
- Ability to independently solve problems and manage personal work priorities of database management and development.
- Expert user of the entire Microsoft Office suite.

Other requirements

- Current Drivers Licence.
- Provide a National Police Check less than three months old.
- Be able to meet the requirements of a Working with Children (Blue Card) QLD.

Capability framework

NQPHN has a capability framework in place. This role has the following core competencies and expected levels.

Core Competency	Skilled
Teamwork and Team Leadership	<ul style="list-style-type: none">• Assumes accountability for work delegated to others (peers, team members, experts, etc.).• Works with teams with complementary skills/expertise.• Encourages people with opposing viewpoints to express their concerns.• Resolves conflict among team members sensitively and fairly.• Helps others learn from experience and development initiatives. Recommends readings, trainings, and other resources.• Continually acquires and applies new knowledge and learning to improve job performance.• Provides constructive feedback to others.

Core Competency	Skilled
Resource Management	<ul style="list-style-type: none"> • Allocates and controls resources within own area of responsibility/ scope of assignment. • Identifies needs for resources to effectively support current initiatives, services, and offerings. • Manages assignments' delivery process and deadlines.
Flexibility and Continuous Improvement	<ul style="list-style-type: none"> • Seeks best practices inside and outside the Organisation to anticipate change. • Stays open-minded and encourages others to bring new perspectives. • Stays aware of the organisational objectives and monitors current developments and trends that may affect implementation of organisational direction, programmes, or plans. • Helps others understand the strategic goals of the Organisation and how their work relates to these.
Stakeholder Engagement and Communications	<ul style="list-style-type: none"> • Writes on complex and highly specialised issues. • Conveys critical nuances and qualifiers to facilitate complete understanding of the material. • Evaluates current network for effectiveness and relevance to achieving strategic objectives within own area. • Identifies and creates opportunities to initiate new connections that will facilitate the achievement of strategic goals within own area.
Quality Management	<ul style="list-style-type: none"> • Understand Quality managements systems, and their impact on organisational governance, as well as basic tenets of ISO90000. • Assist in the evaluation and monitoring of quality management systems. • Ensure staff are utilising quality management systems. • Collate and provide feedback to senior management on utility of quality management systems.
Strategic Thinking and Innovation	<ul style="list-style-type: none"> • Clearly communicates and operationalises the strategic vision. • Able to engage with the organisation as a whole and influence strategic decisions. • Leads team's strategic thinking. • Takes a long-term, evidence-based approach to decision making, and considers all consequences before acting. • Encourages creativity and innovation through continuous improvement. • Inspires others to contribute to strategic goals.

Core Competency	Skilled
Governance and Risk	<ul style="list-style-type: none"> • Communicates governance requirements clearly to ensure compliance. • Seeks and applies benchmarking/best practices to improvement strategy development or application. • Has a comprehensive understanding of the legal governance surrounding the engagement with public and service users and operates effectively within such parameters. • Models risk management. • Remains familiar with and adheres to all policies and procedures, including Workplace Health and Safety. • Ensures a safe workplace.
Project and Program Management	<ul style="list-style-type: none"> • Develops effective project plans and cost schedules. • Applies effective project controls to deliver complex projects or get project back on track. • Ensures full visibility of project's financial performance. • Applies best practice program management experience. • Provides expert advice and facilitation on program tracking/reporting/assurance/quality control, information management, financial accounting, risk/issue tracking, change control and knowledge management/learning structured in ways that best meets program objectives. • Ensure appropriate program management information exchange occurs. • Takes responsibility for the work of others and allocation of resources. • Provides complete planning service utilising other resources. • Develops project strategies and optimises project execution within constraints of time and money. • Able to handle multiple project with substantial personal autonomy.
Commissioning	<ul style="list-style-type: none"> • Ensure PHN activities and policy in relation to activities are in line with Commissioning Framework. • Has responsibility for monitoring procurement and contract activities to align with Commissioning Framework. • Promote the principles of the Commissioning Framework. • Implement effective commissioning activities to monitor provider supplier and contractor performance against the commissioning framework, including deliverable and outcomes. • Represent the organisation in the resolution of complex / sensitive disputes with providers, suppliers, and contractors.

This position description contains a limited summary of the most frequently occurring tasks and responsibilities. In practice the employee can and will be entrusted with various other tasks and responsibilities that may also be of vital importance to the performance of his or her duties. The employee will properly execute these tasks and responsibilities and will not limit themselves to invoke the tasks and responsibilities exclusively summarised in this position description.