



POSITION DESCRIPTION

Date	July 2022
Position Title	Business Analyst
Division	Finance
Reports to	Executive Manager Finance & Support Services

SECTION 1

Mission, Vision, and Values

Mission: - To deliver the highest quality healthcare experience for patients

Vision: - To be the preferred choice of Doctors, Staff and Patients, recognised for the provision of high-quality medium acuity surgical services and palliative care.

Values: Bethesda Health Care is committed to and promotes the following values:

- Teamwork – we create an environment of unity and togetherness
- Respect – we recognise and acknowledge the uniqueness and value of every individual
- Integrity – we demonstrate honesty and trust
- Compassion – we work to express God’s love through a caring expression of kindness, tolerance, and tenderness
- Excellence – we excel in all that we do so that we can promote the mission of our hospital
- Professionalism – we have pride in the high level of care and service we offer

Staff are expected to demonstrate these values in the way they work and to live the positive behaviours as described in the Bethesda Health Care Code of Conduct, and to contribute to and promote the positive working culture of the organisation.

SECTION 2

Position Summary and Role Purpose

- Conducts research, analysis, and modelling for current and proposed business opportunities and provides data and planning support for hospital performance improvement and optimisation projects
- Ensures business data and reporting needs are met, including providing analysis modelling and reporting for department managers to ensure optimum cost and revenue management
- Prepare analysis modelling for health fund contract indexation to support negotiations in consultation with Executive Manager, Finance and Support Services and CEO

SECTION 3

Key Working Relationships

INTERNAL	EXTERNAL
Chief Executive Officer	Health Fund Representatives
Executive Team	External consultants
Board of Directors	Surgeons/Doctors
Department Managers and Team Leaders	
Business Analyst	

SECTION 4

Key tasks, Responsibilities, Outcomes and Activities

Health Fund Contracts

- Analyse historical revenue and profitability to support Health Fund contract negotiations
- Prepare contracts indexation, offer analysis consultation with Executive Manager, Finance and Support Services and CEO
- Analyse the impact of any funding model changes to inform the internal parties as part of the contract negotiation process
- Conduct modelling of anticipated increases/decreases in funding or activity to support budgeting and forecasting

Analysis and modelling

- Use demand and population data to conduct demand modelling for strategic business cases
- Analyse internal hospital data to support strategic and operational projects – e.g., Workforce succession planning, car park utilisation
- Provision of Department manager data analytics to support daily business operations, e.g., clinical coding reports for internal review, management of key performance indicators, e.g., stock control

Strategic and operational documentation

- Work with Marketing and PR Coordinator and Executive Manager, Finance and Support Services, on the strategic plan and implementation plan for revitalising the Bethesda Foundation
- Assist the CEO in preparing materials and summarising outputs from the strategic planning process
- As requested, prepare papers and summaries of internal and external analysis for the Executive and Board

Research and requirements-gathering

- Research key strategic topics and prepare summary reports/papers for the CEO, Executive and Board – e.g., competitor profiles, private health insurance market trends, changes in government regulations or legislation, new/emerging services, industry trends)
- Conduct interviews with internal stakeholders to map key business processes, working with teams to identify bottlenecks and places for automation/digitisation and improvement
- Take identified requirements for software/digital tools and conduct research on possible options, summarising findings for manager/Executive approval

Data, Business Intelligence and Reporting

- Assist in the implementation of digital health projects – e.g. My Health Record implementation, electronic patient admissions, e-credentialing
- Work with key managers to understand what information is needed for their decision-making, co-designing BI dashboards and reports as required

Preventing and Controlling Health Care-Associated Infections

- Perform hand hygiene

SECTION 5

Health, Safety, and the Environment

- Adhere to policies, procedures, and standard operating procedures
- Report incidents, hazards, and injuries
- Use personal protective equipment as required and directed
- Raise WHS issues with WHS representative/s
- Promote a safe work environment by assessing the work environment and not misusing or

bypassing systems of equipment

SECTION 6
Quality and Risk

- Record initiatives and issues in the risk management system
- Abide by Bethesda Health Care's Code of Conduct, Occupational Health and Safety legislation, *Equal Opportunity Act*
- Complete mandatory training and participate in development reviews

SECTION 7
Partnering with the Consumer

- Acknowledging patients, responding to general non-clinical queries, providing assistance as appropriate, encouraging the use of formal feedback systems

SECTION 8
Selection Criteria

Qualifications
<p>Essential</p> <ul style="list-style-type: none"> ▪ Current Police Check (not more than six months old) ▪ Tertiary qualifications in a relevant discipline or relevant equivalent experience <p>Desirable</p> <ul style="list-style-type: none"> ▪ Bachelor's Degree in appropriate field of study or equivalent work experience
Knowledge
<p>Essential</p> <ul style="list-style-type: none"> ▪ High-level conceptual and analytic skills and the ability to interpret complex data systems ▪ Knowledge of reporting tools and ability to undertake statistical analysis to identify trends ▪ Knowledge of business planning ▪ Knowledge of contemporary project management and change management principles ▪ Advanced skills with Microsoft Excel and Microsoft PowerPoint ▪ Demonstrated ability to effectively deliver requested analysis and explain findings to stakeholders with varying levels of understanding ▪ Demonstrated report writing skills ▪ Ability to provide a current national police clearance (no more than six months old). ▪ Proof of required vaccinations <p>Desirable</p> <ul style="list-style-type: none"> ▪ An understanding of and ability with: <ul style="list-style-type: none"> ○ Tableau or other dashboarding/reporting tools ○ TSQL/SQL, VBA, Visual Basic ○ Microsoft Project

<ul style="list-style-type: none"> ▪ Understanding and knowledge of the private hospital environment
<p>Skills</p> <ul style="list-style-type: none"> ▪ Critical thinking: the ability to structure a solution to an open-ended problem, identifying key focus areas ▪ Ability to perform detailed analysis while maintaining sight of the ‘big picture’ ▪ Well-developed time management skills, with the ability to manage numerous competing projects ▪ Strong written communication skills, including the ability to distil and summarise complex, detailed information into the key messages ▪ Professional and clear verbal communication skills, including the ability to explain analyses and conclusions drawn from data ▪ Computer skills and a demonstrated information technology acumen
<p>Experience</p> <p>Essential</p> <ul style="list-style-type: none"> ▪ A minimum of two years relevant recent experience ▪ Demonstrated experience in leading projects and managing change in a complex environment ▪ Experience maintaining strong working relationships with internal and external stakeholders <p>Desirable</p> <ul style="list-style-type: none"> ▪ Five years or more relevant recent experience

SECTION 9
Acceptance of Position Description

Employee

Date