

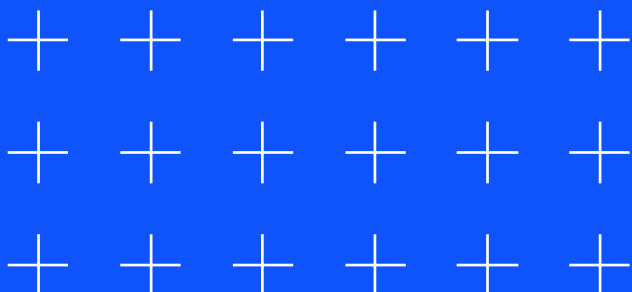
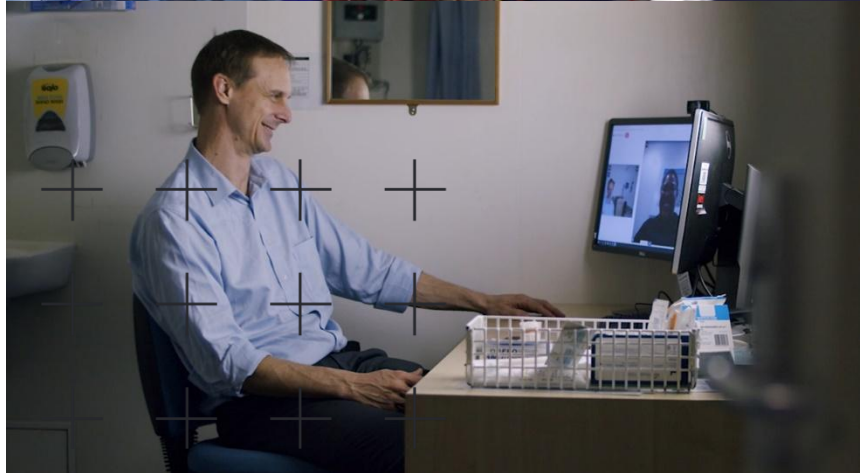


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Business Intelligence
Developer/Analyst/Analyst**

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

Advancing health for everyone, every day.

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability

Position Title:	Business Intelligence Developer/Analyst
Service:	Quality Informatics and Improvement
Location:	Elizabeth Street and remote
Reports To:	Director Health Intelligence Click to enter text
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2016–2020
Classification:	HS4
Employment Status:	Permanent
Immunisation Risk Category:	Category C
Date of Review:	August 2026

The Royal Melbourne Hospital is a leader in driving healthcare innovation through strategic digital transformation. Underpinning this is access to accurate and timely information across patient care, workforce, and business operations. A reliable solution demands specialist technical expertise as this data is spread across multiple systems, requiring complex integration, storage, and reporting.

- data integration
- creating and maintaining database objects and datasets
- developing Power BI and Paginated reports
- ensuring data quality and integrity
- assisting with the administration and ongoing operation of data assets
- fulfilling ad-hoc data requests
- additional tasks related to operations of the data warehouse and reporting platform as required

- Work with business users, Health Intelligence, D.I. teams and stakeholders to understand requirements and recommend suitable data solutions.
- Design and develop ETL processes to extract required data from source systems
- Optimize data loading processes for performance and reliability
- Establish and maintain data integration schedules and monitoring procedures
- Develop and enhance reports, dashboards and analytical products.
- Respond to ad hoc data requests and turn complex data into clear insights.
- Develop and maintain data models that support reliable reporting and analytics.
- Validate, reconcile and test data to ensure accuracy, completeness and consistency.
- Manage agreed scope, risks, issues and priorities, with clear stakeholder communication.
- Coordinate user testing, respond to feedback and deliver solutions within agreed timeframes.
- Maintain technical and business documentation, including specifications, definitions and data lineage.
- Ensure compliance with data governance, privacy, security and technology standards.
- Provide technical guidance, user education and knowledge sharing across the organisation.
- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.

Internal	External
HI team leaders and staff	Precinct partners
RMH exec and senior leaders	Parkville EMR
Directors in Quality Informatics and Improvement	RMH EMR
Digital Innovation team (IT)	Public Pathology Victoria (PPV)
Key clinical stakeholders	External vendor(s)

Formal Qualifications

- ### Essential:

- Desirable:

- 5/6

Your performance will be measured through your successful:

Achievement of project specific deliverables

Demonstration of technical competence in delivery of accountabilities

Participation in and satisfactory feedback through the annual performance review process

Ability to maintain a safe working environment and ensure compliance with legislative requirements

Participation in working groups and committees.

Delivery of work items that are of an organisational priority.

Clear communication to the HI team and broader organisation

Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.

Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.

Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.

Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.

Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

/ / /

Date _____