

Position Description

Business Intelligence (BI) Report Developer

Classification:	HS4
Business unit/department:	Business Intelligence Unit
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2025-2027
	Choose an item.
	Choose an item.
Employment type:	Fixed-Term Full-Time
Hours per week:	38
Reports to:	Manager, Data Analytics and Reporting
Direct reports:	N/A
Financial management:	Budget: N/A
Date:	July 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The Data Analytics and Reporting team supports Austin Health's executive, clinical, and operational decision-making through the provision of accurate, timely, and insightful reporting across a range of hospital wards and service areas, including Emergency, Inpatient, Outpatient, and Surgical services. The role of Business Intelligence Report Developer contributes to this function by designing, developing, and maintaining reporting products and dashboards that translate clinical and administrative data into meaningful insights. These insights support monitoring of activity, performance, quality, and operational outcomes, enabling informed decision-making and continuous improvement across the organisation.

About the Directorate/Division/Department

The Business Intelligence Unit is responsible for leveraging data to provide valuable insights that support decision-making, improve operational efficiency, and enhance patient care. The functions of the unit include:

- **Data integration:** Collecting and integrating data from various sources within the hospital, such as electronic health records (EHR) and administrative databases, into a data warehouse. This ensures a comprehensive and unified view of the hospital's operations.
- **Data analysis and reporting:** Analysing healthcare data to generate reports, dashboards, and visualizations. These tools help hospital administrators, clinicians, and other stakeholders gain a deeper understanding of key performance indicators (KPIs) related to patient outcomes, resource utilization, and financial performance.

The Business Intelligence Unit is made up of five teams:

- **Data Services:** Manage the data warehouse and data pipelines.
- **Data Analytics & Reporting:** Delivers comprehensive analytical and reporting services across various areas of Austin Health, provides actionable insights and robust reporting solutions to support operational needs.
- **Performance and Reporting:** A second reporting team focussed on whole-of-hospital reporting such as NWAU activity-based reports, monthly board reporting and quality and safety reporting.
- **Data Science:** Delivers advanced predictive analytics and research support.
- **Clinical costing:** Manages clinical costing data for financial reporting.

The Data Analytics & Reporting team supports the operational areas of Austin Health with detailed dashboards and analytics. The team is currently engaged in a large data warehouse project, which involves redesigning and redeveloping reports, validating new data tables, and conducting testing to ensure effective integration and functionality.

In the medium term, the team is engaged in a large data warehouse project including migration to Microsoft Fabric, which involves redesigning and redeveloping scorecards, validating new data tables, and conducting UAT testing as part of the rebuild and transition process to ensure effective integration, functionality, and alignment with the new platform architecture.

Position responsibilities

Role Specific:

- Providing accurate and timely activity and performance reporting for Austin Health.
- Attend to ad hoc data, reporting & analytical requests.
- Design and developing visually compelling and user-friendly Power BI reports and dashboards in accordance with the organisational style guide and reporting guidelines.
- Collaborate with stakeholders to gather requirements, understand business needs, and translate them into reporting solutions.
- Act as a business partner to a clinical or operational portfolio within Austin Health.
- Provide timely and pro-active advice on issues and trends derived from the clinical data.
- Develop a collaborative and trusted relationship with Directors, Managers, clinical staff and administrative staff within your portfolio.
- Consistently review the relevance, quality and accuracy of existing reports for your portfolio.



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- Attendance and active input to meetings, working groups, and improvement programs as required.

Collaboration

- Develop a collaborative and trusted relationship with managers, clinical staff and administrative staff across the organisation.
- Work with the BIU team to co-operatively deliver enhanced value from our data and consistently improve our reporting capabilities.
- Engage actively in meetings, working groups, and improvement programs as necessary.

Other

- Other duties as required.

Selection criteria

Essential skills and experience:

- Exceptional communication and stakeholder management skills, with the ability to liaise at all levels of the organization
- Analytical & problem-solving skills with good attention to detail
- Strong SQL programming skills with demonstrated experience in building complex queries
- Strong Power BI skills with demonstrated experience in developing meaningful and useful paginated reports and dashboards.
- Strong knowledge with using business intelligence tools and concepts
- Experience in working with large complex data sets
- Ability to work independently and within a team environment
- Good organisational, time management, written and verbal skills
- Tertiary qualifications and/or extensive experience in an appropriate health field

Desirable but not essential:

- Tertiary qualifications in Information Technology or Statistics
- Experience working in healthcare reporting or within a clinical/health service environment
- Knowledge of tabular models and DAX
- Experience with Microsoft Fabric and/or Azure DevOps, including CI/CD practices for analytics solutions

Professional qualifications and registration requirements

There are no specific qualifications or registration requirements for this role.

Quality, safety and risk - all roles



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All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions - all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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