

SUCCESS PROFILE

Data Analyst

As at 1/09/2026

You will make a difference by	• Being a key member of the Business and Performance Information team, managing organisational datasets and data models and working with business users to develop effective reporting and technical solutions. • Developing clear, accurate and accessible Power BI reports and dashboards that support business requirements and informed decision-making. • Preparing, transforming and modelling data using Power Query, DAX and other Power BI components. • Identifying, analysing and interpreting trends and patterns in datasets to support organisational business use cases. • Supporting end users to understand, interpret and effectively use Power BI reports and other data solutions. • Maintaining the integrity, continuity, accuracy, security and confidentiality of organisational data in accordance with IPC Health standards. • Supporting the Health Data Manager to document and report information from relevant data systems for end users. • Researching emerging technologies and industry trends that may improve IPC Health's reporting, analytics and data engineering capabilities.
To succeed, you will need	• A tertiary qualification in Data Analytics or a related discipline, together with relevant work experience in data analytics. • Demonstrated experience developing and maintaining reports and dashboards using Microsoft Power BI. • Demonstrated experience in data preparation, data modelling, DAX and Power Query. • Experience publishing and maintaining reports through the Power BI Service, including scheduled data refreshes, workspaces and report access. • Demonstrated knowledge of health client management systems. • Experience working with and maintaining databases. • Well-developed analytical skills, including the ability to collect, organise, analyse and interpret data, and communicate findings through reports and visualisations. • A technical understanding of Microsoft Fabric tools relevant to data engineering.

	• The ability to consult with business users, understand reporting requirements and design appropriate data-driven solutions and visualisations. • The ability to provide clear support and guidance to end users in using and interpreting reports and data solutions. • The ability to work effectively under pressure while maintaining a high level of accuracy and attention to detail. • Strong organisational skills, including the ability to manage competing priorities, meet deadlines and schedule work effectively. • A commitment to professionalism and excellence. • The ability to work under limited supervision, exercise initiative and contribute effectively as part of a team. • A commitment to maintaining the confidentiality and appropriate handling of organisational and client
You will improve and promote One Team IPC Health by	• Acting with purpose, measuring our results, and celebrating achievements. (<i>We make a difference.</i>) • Going above and beyond, demonstrating understanding and respect for our communities and each other. (<i>We are passionate.</i>) • Learning, experimenting and innovating. (<i>We are creative.</i>)
We will contribute to your success by	• Providing opportunities for you to share what is important to you, your wellbeing, and what you need. • Aligning the contribution you make to IPC Health's strategy. • Guiding you in what to do, when and how to do it. • Developing your skills with regular feedback and exploring career opportunities. • Ensuring you feel fulfilled at the end of each workday. • Being committed to maintaining a barrier-free environment for all and welcoming individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI communities.
Key Deliverables and Measures	• Develop and maintain Power BI reports and dashboards that meet business requirements and support informed decision-making. • Prepare, transform and model data using Power Query, DAX and other Power BI tools to ensure accurate and reliable reporting. • Publish and maintain Power BI reports through the Power BI Service, including effective management of workspaces, report access and scheduled data refreshes. • Deliver data visualisations that are clear, meaningful and support business users to understand and act on insights. • Identify, analyse and interpret trends and patterns within datasets to support organisational planning, service delivery and continuous improvement. • Provide timely and effective support to end users in the interpretation and use of reporting and data solutions.

- Collaborate with stakeholders to understand reporting requirements and design fit-for-purpose data and reporting solutions.
- Support the Health Data Manager with the documentation, maintenance and reporting of data from organisational systems.
- Maintain the integrity, continuity, accuracy, security and confidentiality of organisational data in accordance with IPC Health standards.
- Research and evaluate emerging technologies, reporting tools and industry trends to support innovation and continuous improvement.
- Build and maintain positive working relationships with internal stakeholders and contribute effectively as a member of the Business and Performance Information team.
- Meet agreed timelines, priorities and performance expectations while maintaining a high level of accuracy and attention to detail.

Contract Type	Ongoing	
Team	• Business and Performance Information	
Reports to	• Manager Data Systems and Analytics	
Key relationships	• Business and Performance Information Team • Information Technology Team • Finance Team	
Location	The employee may reasonably be required to travel and work at other locations dependent on the need of the business.	
Vaccination category	C	
Compliance	Standard	Action / Requirements
	OH&S	Performance work in a manner that complies with IPC Health's OH&S obligations and adds to a safety culture for all
	Child Safety Standards	A proactive approach to ensuring the safety, wellbeing, and inclusion of all children, in line with our legal and ethical obligations. Must demonstrate a strong understanding of child safety principles and uphold these values in all aspects of their work.
	WWCC	Must maintain a valid employee check and list IPC Health as their employer
	Police Check	Must maintain a valid check

Systems required for role and access level

NA

Required system access and permissions will be arranged following commencement, based on the requirements of the role.

Our Purpose

We improve quality of life for the people and communities we serve by maximising access to health and wellbeing services.

Our Values

We are passionate

We go above and beyond, demonstrating understanding and respect for our communities and each other.



We make a difference

We act with purpose, measure our results and celebrate achievements.



We are creative

We learn, experiment and innovate.

