

 POSITION DESCRIPTION	PD	338
	Version	2.0

Position Title	Associate Director, Planning and Data Analytics
Classification:	Individual Contract
Industrial Agreement or Award:	Individual Contract / National Employment Standards
Reports to:	Director, People, Planning and Performance
Date Reviewed:	June 2026

HEALTHY NORTH COAST VALUES

The Healthy North Coast **CAN-DO** Effect

Community first and always	Achieving more together	Nurturing innovation
We are committed to serving our communities. We listen actively, and every voice is heard, respected and valued. We measure success by the wellbeing of our communities.	We believe in the power of collaboration and teamwork. We value different strengths and perspectives. We know we can achieve more and create a lasting impact by working as one.	We thrive on challenges and explore new ideas and approaches to problem-solving. We are always learning and open to change so we can drive advancements and growth that make a difference

POSITION OBJECTIVE

The Associate Director, Planning, Data and Analytics, is responsible for the collection, development and analysis of data to enable data informed decision making and evidence informed planning.

The Associate Director (AD) will provide leadership to a multi-dictionary, high performance team and represent the HNC at the state and national level in terms of data, analytics and health services planning. The position will manage data infrastructure and governance enabling other Healthy North Coast (HNC) teams to access and use data effectively and will maintain a catalogue of data assets used across the organisation, have oversight of performance, use, process, and outcomes reporting, health needs assessments and services planning as well as responding to data and analysis requests and contributing to the data needs of other HNC teams and the organisation’s business requirements.

Establishing and maintaining relevant networks across Primary Health Networks (PHNs) to increase knowledge of, and consistency in data analyses, health needs assessments and services planning will be

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an important part of the role along with growing the HNC capability in data analysis, use and data informed leadership.

KEY RESPONSIBILITIES

- Work closely with the Director, People, Planning and Performance to set priorities and work schedules
- Provide leadership and contemporary management approaches to a multi-disciplinary team
- Foster a positive and supportive culture within the team, directorate and across the broader organisation
- Foster culture of data-informed leadership and decision-making
- Provide visible sponsorship and support the data/information needs of strategic initiatives e.g. regional commissioning pilots, health needs assessments and health services planning
- Develop culture of continuous improvement in the management of data assets and health informatics
- Train staff in best-practice health informatics and developing robust analysis skills to extract data insights
- Communicating complex data effectively to non-data audiences
- Maintain the organisation’s data strategy
- Data management processes including governance, acquiring, cataloguing, cleansing, packaging, provisioning and storing of data assets
- Mine available health data for insights, health needs assessments and to improve health outcomes
- Manage data sharing agreements across the organisation
- Provide technical expertise on contemporary health information practices
- Facilitate access to location-based data including managing the organisation’s Geographic Information System (GIS)
- Provide technical expertise on contemporary health needs assessments and service planning
- Other tasks as required and appropriate.

Please note significant inter and intra state travel, and work outside standard office hours, may be a requirement of this role.

CAPABILITY FRAMEWORK

Healthy North Coast has an endorsed Capability Framework that supports each position across the organisation. The Classification of each position details role specific capabilities.

POSITION CAPABILITIES

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1. Knowledge and experience: in data governance, privacy impact assessments, statistics and analysing data to inform decision making and services planning
 2. Analytical thinking: The ability to make sense of information and draw logical conclusions
 3. Delegating: The preparedness and ability to ensure work is distributed appropriately to team members
 4. Coaching: The capacity to work closely with individuals to improve their competence and performance

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Qualification

5. Commercial awareness: The comprehension of the factors important to commercial success and business performance
6. Communicating: The ability to tailor spoken/written communication to ensure the desired message is both given and received
7. People leadership: The ability to manage, develop, support and coach people to achieve success
8. Knowledge of and commitment to Work Health and Safety, Equal Employment Opportunity, Cultural Safety, and Continuous Improvement principles
9. Relevant post graduate qualification in computer science, statistics or health services planning and/or equivalent management experience, 10+ years

APPOINTMENT SUBJECT TO:

1. Criminal record clearance
2. Employee confirmation that they do not have a pre-existing injury or illness that would affect their ability to undertake the inherent requirements of this position
3. Current Class C Driver's Licence may be a requirement of specific roles

PERFORMANCE OBJECTIVES:

To be established with the Reporting Manager within the 3-month probationary period.

ACKNOWLEDGEMENT:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name:	
Signature:	
Date:	

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