Eastern Health

POSITION DESCRIPTION

Position Title:	Data Scientist
Award Classification:	HS3
Award / Agreement Name:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025
Position Reports to:	Senior Data Scientist

EASTERN HEALTH – GREAT CARE, EVERYWHERE, EVERY TIME

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs

1. POSITION PURPOSE

The Data Scientist's role is to assist research activity across Turning Point by providing data management, analytic support, and producing bespoke machine learning solutions to improve operational efficiency.

This position will assist in the development and implementation of a machine learning and AI research program funded through a Google research grant. The position will also assist and contribute to machine learning experiments in interrogating national ambulance surveillance and telehealth datasets to inform intervention development as part of a new investigator grant.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Design, implement, and maintain machine learning processes to annotate existing data
- Support the migration of data from ACCESS to SQL Server
- Provide a range of analytical support and administrative services including designing, implementing, and maintaining machine learning processes to annotate existing data, accurate and timely collection and collation of data and information, overseeing work flow and processes and maintaining records and data in accordance with compliance guidelines and standards
- Actively participate in and implement continuous improvement activities relating to data collection, analysis, reporting and presentation, practices/protocols, quality assurance standards and customer service excellence
- Adhere to university policy and procedures, and NHMRC Australian Code for the Responsible Conduct of Research as relates to the storage and management of sensitive information.
- Build and sustain effective working relationships with a network of internal and external contacts to facilitate communication and support service objective
- Other tasks and assignments as required by Turning Point and directed by the Senior Data Scientist

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5.   QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. ATTACHMENTS

* Attachment 1   Key Selection Criteria

10. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____   Date: ____/____/____

Manager

INCUMBENT STATEMENT
I _____(Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.
Signed: _____   Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

Position Title:	Data Scientist
Award Classification:	HS3
Award / Agreement Name:	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement
Position Reports to:	Senior Data Scientist

Essential

- A degree in a relevant field with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training
- Strong knowledge of 'big' data management, visualisation and analysis
- Experience with relational database systems (e.g. Microsoft SQL Server), and programming languages such as Python and R
- Strong knowledge of machine learning theory and methodology

- A strong commitment to excellence in customer service and a hands-on approach to service provision
- Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative
- Highly-developed written and verbal communication skills, including the ability to interact with a diverse range of stakeholders, communicate AI methodologies and requirements to a lay audience, and negotiate positive outcomes to complex issues.
- Excellent organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines
- Excellent administration skills and a demonstrated capacity to develop and co-ordinate effective data management processes and systems

Desirable

- Experience of managing or working with ACCESS databases