



## POSITION DESCRIPTION

### Academic Positions

*(In addition to the Position Classification Standards)*

**Position Title:** Casemix Analyst, NCCC

**Level:** Research Fellow

**Faculty/Division:** Faculty of Business

**Department/Location:** National Casemix and Classification Centre (NCCC), Australian Health Services Research Institute (AHSRI)

#### Primary Purpose of the Position:

NCCC is has been established within AHSRI to support ongoing development and use of casemix classifications in health services research, evaluation and management.

The Casemix Analyst is a full time position within the AHSRI. The position participates in the NCCC program of work, with projects in the area of casemix classification development, evaluation of health services management using casemix analytics as a key tool, and the provision of services in relation to activity based funding and activity based management. The Casemix Analyst is supported by the Director, NCCC and is a member of a team including statisticians, casemix classification, and health service evaluation experts.

#### Position Environment:

As the NCCC is a sub-centre of the AHSRI, staff are located at both the Wollongong and Sydney campuses of the University of Wollongong. The incumbent of this position will be based in Sydney, but will work from the Wollongong campus on a regular basis.

#### Major Accountabilities/Responsibilities:

Responsibilities	Outcome	Office Use Only
1. As a member of a team participate in a range of tasks associated with Centre projects including; <ul style="list-style-type: none"> <li>• Contribute to the preparation of research proposals and submissions to external funding bodies;</li> <li>• Contribute to the development of project methodologies including the qualitative and quantitative components of projects;</li> <li>• Contribute to the development and preparation of data collection protocols;</li> <li>• Coordinate and manage sub-tasks within a team engaged on centre projects;</li> <li>• Provide support as directed to project clients and participating health and community service providers during the conduct of projects;</li> <li>• Contribute to the production of progress and final</li> </ul>	To contribute to ensuring project deliverables are achieved on time and within budget	

	centre project reports.		
2	Provide expertise and advice in the analysis of hospital and health care data as part of the NCCCs work in classification development and casemix analytics.	To ensure that the NCCC continues to provide highly valued advice and support to the Australian health care system.	
3	Contribute to the development of policy options and related recommendation based on the results of NCCC research projects	To contribute to ensuring NCCC research results have a positive impact on the Australian health care system	
4.	Under the guidance of more senior staff, develop collaborative links with relevant sectors of the Australian health care system	To contribute to the NCCC building and maintaining a profile within Commonwealth and State health authorities	
5.	Under the guidance of senior staff, contribute to conference papers and publications from research undertaken	To participate in the dissemination of research findings	
6.	Represent the NCCC at meetings, seminars and conferences both within and outside the University on matters related to the work of the Centre	To ensure appropriate meeting attendance	
7.	Provide support for other staff members as appropriate	To foster the professional development of the AHSRI team	
8.	Participate in other Centre activities as required by the positions	To ensure appropriate participation in Centre activities	
9.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	
10.	Have OH&S responsibilities, accountabilities and authorities as outlined in the <a href="#">OHS Roles and Responsibilities Document</a>	To ensure a safe working environment for self & others.	

### Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

### Reporting Relationships:

Position Reports to:	Director, NCCC
The position supervises the following positions:	Nil
Other Key Contacts:	Members of the team of statisticians within CASiH Members of other AHSRI centres particularly CHSD

## Key Relationships:

### Contact/Organisation:

Australian Government Department of Health  
State Departments of Health and Human Services  
Local Health Districts

### Purpose & Frequency of contact

To undertake commissioned research on an ongoing basis  
To undertake commissioned research on an ongoing basis  
To undertake commissioned research on an ongoing basis

## Key Challenges:

1. Working with AHSRI stakeholders on a range of research projects
2. Developing a good understanding of the Australian health system
3. Contributing to the academic output of AHSRI

## Selection Criteria – Knowledge & Skills:

### Essential:

- A detailed knowledge of the principles and operational implications of an activity based approach to health care funding
- A broad understanding of the Australian health care system and current health policy developments
- Demonstrated research and conceptual skills, with the ability to formulate recommendations based on quantitative and qualitative data analysis
- High standard of oral and written communication skills, interpersonal skills and ability to liaise and negotiate with other employees, Government and non-Government agencies and public and private sector health care organisations
- Demonstrated skills in the use of quantitative and qualitative data analysis techniques
- Ability to utilise spreadsheets, databases and other data analysis tools

## Selection Criteria – Education & Experience:

### Essential:

- Relevant degree, preferably at postgraduate level. Relevant industry experience may be deemed equivalent to a postgraduate qualification
- Demonstrated experience in preparing and communicating research findings to lay audiences

## Personal Attributes:

- Capacity to develop team leadership and undertake project management tasks
- Ability to work effectively in an environment of multiple tasks, deadlines and frequent interruptions
- Demonstrated ability to work individually and as a member of a multi-disciplinary team
- The ability to contribute as an effective team member including capacity to organise work, meet deadlines and manage team performance

## Special Job Requirements:

The position entails some travel potentially to all Australian States and Territories and in some cases to regional and remote locations

**Approval:**

Approved by Head of Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

## POSITION CLASSIFICATION STANDARD - Research Only

**Level:** B  
**Title:** Fellow

### Description

A position classification standard describes the broad categories of responsibility attached to research-only academic staff at different levels. The standards are not exhaustive of all tasks in research-only academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels. The standards provide an adequate basis to differentiate between the various levels of employment and define the broad relationships between classifications.

Progression through an academic career will normally be based on research, teaching, administrative functions and contribution to the profession. The balance of functions will vary according to level and position over time. It is only in exceptional circumstances that promotion would be solely on the research only position classification standards.

- General Standard
- Specific Duties
- Skill Base

### General Standard

A Level B research-only academic is expected to carry out independent and/or team research within the field in which he/she is appointed and to carry out activities to develop his/her research expertise relevant to the particular field of research

### Specific Duties

Specific duties required of a Level B research-only academic may include

- The conduct of research either as a member of a team or independently, and the production of conference and seminar papers and publications from that research.
- Supervision of research-support staff involved in the staff members' research.
- Guidance in the research effort of junior members of research-only academic staff in his/her research area.
- Contribution to the preparation, or where appropriate individual preparation, of research proposal submissions to external funding bodies.
- Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise.
- Administrative functions primarily connected with his/her area of research.
- Occasional contributions in the teaching program within the field of the staff member's research.
- Co-supervision, or where appropriate supervision, of major honours or postgraduate research projects within the field of the staff member's area of research.
- Attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or at departmental and/pr faculty meetings and/or membership of a limited number of committees.

### Skill Base

A Level B research-only academic will normally have completed a doctoral qualification or have equivalent qualifications or research experience. In addition he/she may be expected to have had post-doctoral research experience which has resulted in publications, conference papers, reports or professional or technical contributions which give evidence of research ability.