

PROJECT SUPPORT/DATA ANALYST

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Company: Southern Adelaide Local Health Network

Location: Adelaide

Category: business-and-financial-operations

PROJECT SUPPORT/DATA ANALYST

Apply now **Job no:** 864098

Work type: Full time

Location: Adelaide Metro Southern

Categories: Administration and Clerical

Southern Adelaide Local Health Network – Flinders Medical Centre - UNIT

Salary \$75,430- \$79,070 p.a. (pro rata) ASO4| Fulltime – Ongoing

Flinders Medical Centre are looking for a Project Support/Data Analyst to join the team!

About the Role:

The Project Support Officer/Data Analyst is accountable to the Outpatient Redesign Senior Project Manager (SALHN) to assist in the effective delivery of administration support, co-ordination and data analytics for the OP Redesign Project. The OP Project Support Officer/Data Analyst duties include providing effective, efficient and confidential administrative services, which will involve the preparation of meeting agendas, notes and papers, correspondence, briefings, general project support and records management.

About you:

Enthusiastic, can do attitude with proven initiative to support the project manager and deliverables.

Agile and responsive to feedback to support the organisational priorities, working in a fast paced environment

Proven intermediate computing skills, including use of the Microsoft Office suite of programs, particularly Outlook, Excel, Word and PowerPoint.

Experience in the administration and maintenance of electronic medical records, in particular with EMR.

Proven experience in a similar role, highlighting sound organisational skills.

High level of interpersonal skills, and a demonstrated ability to communicate effectively with staff at all levels from a range of professions, and to develop rapport and effective working relationships with staff at senior levels.

Proven ability to prepare timely, clear and concise written communication including agendas, minutes and briefs.

Please see the attached Role Description for additional information.

Want To Know More? Contact Jenie Zupanic-Cocks, Senior Project Manager Outpatient, 0403 100 404, jenie.zupanic-cocks@sa.gov.au

Application Closing Date: 11.55 pm Sunday May 5th 2024

Attachments:

864098 Outpatient Project Project Support Officer-Data Analyst Role Description.pdf

Australian applicant guidelines

International applicant guidelines

Applicant Information:

In addition to the annual salary and entitlements (superannuation & leave loading), we also offer salary sacrifice benefits. Watch a short video about what salary packaging is.

The South Australian public sector promotes diversity and flexible ways of working including part-time. Applicants are encouraged to discuss the flexible working arrangements for this role.

Appointment will be subject to a satisfactory Criminal History Check and Immunisation compliance as indicated on the Role description.

SA Health Services are required to implement the Addressing vaccine preventable disease: Occupational assessment, screening and vaccination policy in the workplace.

Aboriginal and Torres Strait Islander applicants are encouraged to apply. Job ref: **864098**

Advertised 29 Apr 2024 Cen. Australia Standard Time

Applications close: 05 May 2024 11:55 PM Cen. Australia Standard Time

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