

## SCHEDULE A

### POSITION DESCRIPTION

<b>POSITION TITLE</b>	
Business Analyst	
<b>POSITION PURPOSE</b>	
<p>Kimi Hauora Wairau Marlborough Primary Health Organisation trading as Marlborough Primary Health (MPH) is an organisation with a vision to Achieve Excellence in Primary Healthcare. The role of MPH is to develop and deliver clinical services to improve quality, safety and experience of care for patients; improve health and equity for all populations; provide value for public health system resources.</p> <p>The role of the position is to:</p> <ul style="list-style-type: none"> <li>• To provide effective business and data analysis services to MPH and Member Practices</li> <li>• To promote “best practice” in business processes, analytical and development concepts</li> <li>• To provide business analysis solutions for Clinical, Business services and other Allied Health Organisations</li> <li>• To ensure business processes and solutions are supported with accurate reporting and dashboard production</li> <li>• To provide effective business analysis support</li> </ul>	
<b>TREATY OF WAITANGI</b>	
<p>Marlborough Primary Health is committed to its obligations under the Treaty of Waitangi. As an employee, you are required to give effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection.</p>	
<b>KEY TASKS &amp; PERFORMANCE OUTCOMES</b>	
<b>KEY OBJECTIVES</b>	<b>PERFORMANCE OUTCOMES</b>
To provide effective business and data analysis services to MPH and Member Practices	<ul style="list-style-type: none"> <li>• Assist with effective business and data analysis services</li> <li>• Review business processes when requested and provide research, analytical and change management support</li> <li>• Assist with the implementation of new business and clinical processes</li> <li>• Develop and publish clinical dashboards for clinical teams</li> </ul>
To promote “best practice” in business processes, analytical and development concepts	<ul style="list-style-type: none"> <li>• Conduct research and evaluation of business/technology trends and report findings</li> <li>• Assist team members or lead development in preparation and review of new projects</li> <li>• Document business requirements, working with team members to ensure project outcomes are consistent with business requirements</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop change management processes for new projects or in production business/technical process</li> </ul>
To provide business analysis solutions for Clinical, Business services and other Allied Health Organisations	<ul style="list-style-type: none"> <li>• Assist with business/technology analysis and new requirements as requested</li> <li>• Write functional requirements for projects and computer system development</li> <li>• Provide business analysis and service development support</li> <li>• Undertake site visits to customers to assist with implementation of new services when required</li> <li>• Provide data collection and analysis on business/technology developments and trends</li> </ul>
To ensure business processes and solutions are supported with accurate reporting and documentation	<ul style="list-style-type: none"> <li>• Assist with data and report analysis</li> <li>• Work with customers to record information accurately once but have many uses</li> <li>• Work with customers to develop reports for newly implemented business and technical services</li> <li>• Work with customers to develop forms, macros and reports</li> <li>• Work with customers to develop and enhance, and support and promote the use of, core applicants such as ERMs</li> </ul>
To provide effective business analysis support	<ul style="list-style-type: none"> <li>• Provide MPH Service Desk with documentation on new technical processes and procedures to ensure effective knowledge sharing</li> <li>• Identify and research problems, prioritise and provide troubleshooting advice and support</li> </ul>
Expected outcomes	<ul style="list-style-type: none"> <li>• These will be agreed upon and will be included in the professional development review process</li> <li>• The tasks defined above are indicative and may change from time to time as the needs, priorities and objectives of the company change. Accordingly, the position will undertake any other tasks and duties as agreed from time to time, subject to provision of appropriate training.</li> </ul>
<b>RELATIONSHIPS</b>	
<b>Reports to:</b>	<b>Business Analyst Team Lead</b>
<b>Internal Relationships:</b>	<ul style="list-style-type: none"> <li>• Programme Managers and Clinical Leaders</li> <li>• MPH members and practice teams</li> <li>• CEO and Senior Management Team</li> <li>• MPH staff</li> </ul>
<b>External Relationships:</b>	<ul style="list-style-type: none"> <li>• District Health Boards</li> <li>• Ministry of Health</li> <li>• Other health sector stakeholders and participants</li> <li>• Maori provider organisations</li> <li>• Software vendors</li> <li>• Consultants and service providers</li> </ul>

	<ul style="list-style-type: none"> <li>• Academic institutions</li> </ul>
<b>SKILLS AND EXPERIENCE</b>	
Essential	<ul style="list-style-type: none"> <li>• Microsoft SQL Server experience</li> <li>• Experience with MS products within a networked environment</li> <li>• Strong customer service ethics</li> <li>• Strong computer literacy</li> <li>• Strong oral and written communication skills</li> </ul>
Preferred	<ul style="list-style-type: none"> <li>• Relevant business or technology tertiary qualification</li> <li>• Microsoft SQL Server Reporting Services experience</li> <li>• Microsoft Dynamics experience</li> <li>• Experience with database management and query writing</li> <li>• Knowledge of patient management systems and supporting applications</li> <li>• Previous experience in a project role or project management skills</li> <li>• Experience in presenting information and insights to end business users</li> </ul>
Personal Competencies	<ul style="list-style-type: none"> <li>• Ability to achieve organisation and member practice objectives</li> <li>• Ability to work effectively and autonomously, with the flexibility to respond to a rapidly changing environment</li> <li>• Knowledge of the Health Sector and preferable understanding within the primary care environment with emphasis on general practice</li> <li>• Knowledge of the legal and ethical obligations relating to the handling of health information and privacy of individuals</li> <li>• Plans work to meet performance objectives</li> <li>• Can demonstrate awareness of practice management systems and supporting applications</li> <li>• Knowledge of the principles of the Treaty of Waitangi and how these relate to the development and application of specific initiatives for Maori</li> <li>• Demonstrates high attention to detail, maintaining the accuracy of work carried out</li> <li>• Ability to establish and develop effective internal and external working</li> </ul>
<b>Signed by Employee:</b>	<b>Signed for and on behalf of the Employer:</b>
Name:	Name:
Signature:	Signature:
Date:	Date: