

GPHN095– Coordinator Business Intelligence

Full time (1.0FTE), Ongoing Position (*subject to funding*)

WHO WE ARE:

Gippsland PHN is a not for profit charity that works at a regional level to achieve improved whole of system health care. Our vision is for a Measurably Healthier Gippsland. We work closely with the primary health care system, identifying opportunities to improve health outcomes in Gippsland communities. We do this through health system improvement programs, and by commissioning services to address local health needs via our regional commissioning role.

We aim to:

- Ensure health issues are prioritised, understood, and invested in, using local strengths;
- Build and support local capability in primary health care professionals;
- Enable transparent communication and information exchange across the primary health care sector; and
- Improve access in primary health services particularly for those at risk of poor health outcomes, and where gaps exist in hard to reach locations.

WHO WE ARE LOOKING FOR:

Coordinator Business Intelligence

We currently have a full time (1.0FTE) career opportunity available as the Coordinator Business Intelligence Role. As part of the Gippsland PHN Digital, Data and Insights team and reporting to the Manager Digital, Data and Insights, the Coordinator Business Intelligence leads the Business Intelligence Team. The team provides and maintains an organisational reporting platform, including responsibility for data management, transformation, interpretation and presentation to inform service improvement, commissioning, data governance and reporting requirements across Gippsland PHN.

A key function of this role is to work across Gippsland PHN teams to support the development and provision of a comprehensive performance and information service, providing technical expertise in the analysis, interpretation and presentation of complex data. An additional function of the role is to support the automation of repetitive functions within Gippsland PHN, especially, but not exclusively, related to data handling and reporting.

We are looking for an astute, agile, dynamic, and outcomes focused team member. Use your skills to complete work packages including but not limited to:

- Lead the business intelligence portfolio;
- Maintain the organisational business intelligence reporting platform and processes including data ingestion, transformation and management;
- Support collection of data to inform and support population health planning identifying the health needs of Gippsland;
- Produce and maintain accurate records, datasets and associated documentation;
- Support the organisation with the development and maintenance of business intelligence solutions, including developing and defining data requirements;
- Support the organisation to build data analytics capacity and capability to drive local health care improvements;
- Contribute to and support data governance processes,
- Uphold industry recognised standards in information management, security control, privacy, confidentiality and data governance;
- Develop, interpret and present information to a high standard to facilitate organisational use and understanding of the information provided;
- Understand highly complex data across the health care system and provide interpretation support to managers and teams; and

- Contribute to the analysis and interpretation of data to inform system improvements and provide considered advice to the Manager Digital, Data and Insights.

WHAT WE OFFER:

- *attractive remuneration;*
- *salary packaging;*
- *flexible working environments with a choice of being based at one of our three office locations (Traralgon, Wonthaggi, or Bairnsdale), with a mix of working from home environments by agreement;*
- *a great organisational culture; and*
- *the chance for you to make a real difference to the health outcomes in our community.*

HOW TO APPLY:

To view the Key Selection Criteria, please click on the [position description here](#).

[To submit your application which must include a covering letter, resume, and your addressed key selection criteria, please click here.](#)

Alternatively, you can email your application with your **three** attached documents to recruitment@gphn.org.au

Members of the LGBTIQ+ community, those from culturally and linguistically diverse communities, people with lived experience, Aboriginal and/or Torres Strait Islander peoples, and people living with a disability are strongly encouraged to apply.

For further information relating to this position, please contact human resources on **03 5175 5420**.

DIVERSITY AND INCLUSION:

At Gippsland PHN we value diversity and inclusion. We encourage and celebrate a diverse and inclusive workforce that embodies respectful, psychologically safe work practices where everyone can contribute. We value diversity in culture, ethnicity, race, sex, gender identity or expression, sexual orientation, age, disability status and neurodiversity.

APPLICATIONS CLOSE: COB Wednesday 8 April 2026

All enquiries and applications will be handled professionally and with the strictest of confidence.

