



Principal Business Analyst

Job Ad Reference:	MS06640737		
Status:	Temporary (Up to 12 months with possibility of extension), 76 hours per fortnight		
Unit/Department:	Cancer Alliance Queensland, Metro South Hospital and Health Service		
Location:	Burke St Centre, Woolloongabba, Metro South Hospital and Health Service		
Contact:	Dalisay Giffard (07) 3176 4400	Salary range:	\$136,035 to \$145,990 per annum
Classification:	AO7	Closing date:	Tuesday, 17 June 2025
Online applications:	https://metrosouth.health.qld.gov.au/job-vacancies		

Applications from third parties will not be accepted

Purpose of the role

As Principal Business Analyst you will support Cancer Alliance Queensland (CAQ) in achieving strategic objectives for the Queensland Cancer Register (QCR) by providing expert advice about digital health practices, enabling the successful delivery of the Cancer Amendments Implementation Project (CAIP).

CAIP will deliver operational compliance of cancer notifications as directed by the relevant Public Health Act 2005 (Qld) amendment and enable meaningful use of a broad range of cancer notifications.

The Principal Business Analyst will play a key role in CAIP to deliver a modern Australian population-based cancer register with best practice information governance and business processes. Apply business analysis and data analysis skills to enable the delivery of enhancements to the QCR and support the QCR in its legislated requirements to collect, curate, manage and report on cancer-related information.

Your key responsibilities

- Staffing responsibilities:
 - This position reports to the Project Manager, Cancer Amendments Implementation Project.
 - Indirect relationships exist between the Senior Director, QCR Manager, Manager Technologies, State-wide Cancer Clinical Network, Regional Networks, Queensland Hospital and Health Services, other Queensland Health Branches, tertiary education sector, Cancer Australia, national and international health services, commercial organisations, non-government organisations and professional associations.
- Lead and manage business analysis and stakeholder engagement activities that provide a vital link between CAQ's digital health functions, clinical and diagnostic stakeholders, and business objectives.
- Identify and liaise with business stakeholders, notifiers, and consumers of QCR products and services, to elicit and document requirements for the future state QCR data collection and user interface.
- Document business requirements specifications, facilitate design workshops, and develop test plans to support the enhancement of QCR applications and functions.
- Design, document, and implement business processes that support successful and efficient project delivery and operational transition, across CAQ and project teams, and external stakeholders.
- Organise and maintain all required documentation throughout the development, review, and approval process.
- Support the team environment by engaging with CAQ colleagues to harness the collective expertise within the team, and proactively share knowledge, throughout the project.
- Contribute to project management products in line with project objectives and the organisation's strategic objectives and goals.
- Assist with the analyses of data and investigate data quality issues using creative and innovative approaches.



- Liaise with a range of internal and external stakeholders to understand, resolve, and document data quality issues.
- Contribute to communications and marketing plans to effectively promote QCR purpose and objectives.
- Act in accordance and ensure compliance with workplace health and safety, equal employment opportunity and anti-discrimination requirement.
- Ensure patients and other staff are treated fairly and with mutual respect and understanding, regardless of cultural, religious, ethnic and linguistic backgrounds, gender, identity, ages or abilities.
- Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken to ensure high quality, safe services and workplaces.

Mandatory qualifications, professional registration and other requirements

- **Vaccine Preventable Disease (VPD):** It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment ([Health Employment Directive No. 01/16](#)):
 - measles, mumps, rubella (MMR)
 - varicella (chicken pox)
 - pertussis (whooping cough)
 - hepatitis B
- Whilst not mandatory, a relevant qualification, affiliation or professional membership relating to Digital Health would be well regarded, such as Graduate Certificate in Health Informatics, Certified Health Informatician of Australasia (CHIA), or Australasian Institute of Digital Health (AIDH).
- Proven experience in researching, analysing and documenting business requirement specifications and test plans in the healthcare sector.
- Demonstrated knowledge and understanding of health information management to support future research and evidence-based decision-making highly desirable.

Are you the right person for the job?

How we do things is as important as what we do, therefore within the context of the responsibilities described under 'Your key responsibilities,' the ideal applicant will be someone who can demonstrate the following:

Innovation and Creativity	<ul style="list-style-type: none"> ▪ Ability to view a situation from multiple perspectives, drawing ideas from multiple sources to define a problem, identify solutions and generate improvements.
Interpersonal communication	<ul style="list-style-type: none"> ▪ Ability to communicate appropriately to suit a variety of audiences, valuing all individuals and ideas, and their contribution to the success of the project.
Teamwork and Collaboration	<ul style="list-style-type: none"> ▪ Ability to build relationships with project team and business stakeholders by actively listening, asking for help, encouraging involvement, sharing thoughts, feelings and providing support.
Aptitude / Capacity to learn	<ul style="list-style-type: none"> ▪ Ability to learn and understand internal business objectives, roles, and functions in the context of the broader healthcare sector. ▪ Ability to understand and apply relevant legislation requirements, quality standards and data management practices in the healthcare domain.
Organisation and Planning	<ul style="list-style-type: none"> ▪ Uses systematic methodologies to plan work and anticipate roadblocks, to maximise efficiency and work output in line with project schedule.

Clinical/Specialist/Technical Knowledge	<ul style="list-style-type: none"> ▪ Demonstrated experience in the elicitation and development of business requirement specifications and test plans. ▪ Experience in the use of the Microsoft Office product suite in the development of project artefacts. ▪ Knowledge of health informatics, software applications and business processes in the healthcare sector, especially in the cancer care domain. ▪ Demonstrated high level of oral and written communication skills.
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How to apply

Please provide the following information to the panel to assess your suitability:

- A short written response (maximum 1-2 pages, dot points acceptable) on how your experience, abilities, knowledge and personal qualities would enable you to achieve the key responsibilities and meet the skill requirements of the role.
- Your current CV or resume, including two referees. You must seek approval prior to nominating a person as a referee.
- Late applications cannot be submitted online. For a late application to be considered, please arrange approval and submission via the contact person.
- Applications will remain current for 12 months or for the duration of the vacancy. Future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process.
- Only those persons eligible to work in Australia may be employed by Queensland Health. Prospective employees are required to provide proof of identity and documentary evidence of their [right to work in Australia](#).

About Cancer Alliance Queensland

Cancer Alliance Queensland brings together The Partnership, QCCAT and the Queensland Cancer Register (QCR) to support and promote clinician led improvement of cancer services in Queensland.

QCCAT is responsible for the management and maintenance of the QCR in accordance with the *Public Health Act (PHA) 2005*. The QCR captures cancer notifications to determine the incidence, mortality and survival of people with cancer in Queensland. QCCAT fulfil legal obligations such as the review and approval of applications for the release of the data under the PHA, supporting the QCR information system and supporting the analysis and reporting of the QCR data for Queensland.

QCCAT supports the Queensland Cancer Control Safety and Quality Partnership (The Partnership), a gazetted quality assurance committee under Part 6, Division 1 of the *Hospital and Health Boards Act 2011*. The Partnership's aim is clinician led service improvement. The Partnership through QCCAT provides the cancer community with processes, systems and tools to routinely review, share and compare data on cancer treatment and outcomes. Actively involving cancer clinicians in deciding how to achieve the best possible cancer outcomes is The Partnership's priority.

Key to QCCAT's program of work is the ability to match and link population based cancer information on an individual patient basis. This matched and linked data is housed in the Queensland Oncology Repository (QOR), a resource managed by QCCAT. This centralised repository compiles and collates data from a range of source systems including the QCR, hospital admissions data, death data, treatment systems, public and private pathology, hospital clinical data systems and QOOL.

QOOL is a web-based system which supports cancer multidisciplinary teams by assisting meeting preparation, communication and documentation of essential clinical information such as diagnosis, cancer stage and recommended treatment plans. QOOL provides a centralised platform of patient data for multiple users, accessible anywhere, anytime.

QCCAT collaborates with experts from a diverse network of public and private hospitals, institutions, universities, non-government agencies, commonwealth departments, interstate health departments, professional organisations and patient groups to ensure clinical, educational and policy relevance.

QCCAT support clinicians and health service managers in order to:

- Identify and understand the causes of important variances in clinical outcomes.
- Utilise recognised improvement methodologies to reduce these variances through the implementation of evidence-based best practice.
- Explore alternative models of cancer care service delivery.
- Measure progress towards specific targets in these activities.
- Develop systems to ensure that such progress is sustainable.
- Build upon, integrate and expand the activities of the many individuals and groups that are already working towards improving the quality and efficiency of cancer services in Queensland.

Additional information about QCCAT and CAQ is available via <https://cancerallianceqld.health.qld.gov.au/>

The Cancer Amendments Implementation Project is responsible for implementing the changes necessary to comply with recent amendments to the *Public Health Act 2005* (Qld), to modernise the Queensland Cancer Register in line with contemporary and emerging clinical practices in cancer care.

We are Metro South Health

We are the major public healthcare provider for Brisbane's south side, Logan, Redlands and the Scenic Rim. We operate five major hospitals and a range of community, specialty and state-wide healthcare services. We are renowned for teaching and research excellence.

We are truly dedicated people who care about our community. We come to work to make a difference. We save lives, changes lives and make the world a better place. We overcome the many challenges that come our way by going above and beyond and achieve the best possible outcomes by working together. We are bold, innovative, collaborative, inspiring.

We are part of and proud of the community we serve. We are *better together*.

Our values

Our values of Integrity, Compassion, Accountability, Respect, Engagement and Excellence, shape our culture. Our values guide our day-to-day decision making and are fundamental to what we care about as a health service, how we behave, how we interact with each other and provide care to the many patients who come through our doors every day.



INTEGRITY

We are authentic, truthful, and transparent, and strive for equity for all.



COMPASSION

We care for one another and ourselves with empathy, kindness and support.



ACCOUNTABILITY

We are accountable for our decisions, actions and behaviour.



RESPECT

We foster an environment of safety, civility, and inclusion.



ENGAGEMENT

We are one team working together to achieve our best outcomes.



EXCELLENCE

We empower each other and inspire innovation to deliver excellence.

Diversity and inclusion

We are the most culturally diverse area of Queensland with 28.5% of the community born overseas and 16% from non-English speaking countries. Our employees proudly reflect the community in which they work. At Metro South Health 20.5% of staff identify as coming from non-English speaking backgrounds.

Having a workforce that reflects and understands the needs and expectations of our community is important to delivering safe, kinder, and more inclusive care.

We recognise our strength comes from the diversity of our people and so we encourage people of all genders, ethnicities, ages, abilities, languages, sexual orientation and family responsibilities to apply.

We are committed to creating a diverse and inclusive workplace for our people and our community.

Flexible working arrangements

Metro South Health supports and encourages work-life balance for the mutual benefit of Metro South Health and its employees. Work-life balance is about a person's ability to manage their paid work commitments with their career goals, personal, community and cultural responsibilities. Through flexible working arrangements such as leave, flex time accrual or a reduction in working hours, there is an opportunity to match the individual's requirements with those of the workplace – delivering quality health services.

Additional information

For further information about this opportunity and the benefits and conditions of working at Metro South Health please refer to the **Information for Applicants** document attached with this SmartJobs advertised vacancy.