

# Position Description

<b>Position number:</b>	PN241	<b>Last reviewed:</b>	May 2025
<b>Designation:</b>	Dashboard Developer		
<b>Classification:</b>	18 months contract	<b>Salary band:</b>	Band 4
<b>Business area:</b>	Strategic Policy and Research		
<b>Reports to:</b>	Senior Strategist		
<b>Key stakeholders:</b>	AMC staff and expert groups		

## Organisational purpose

The AMC's purpose is to ensure that the standards of education, training and assessment of the medical profession promote and protect the health of the Australian community.

## AMC values

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|---|---|--|
| <ul style="list-style-type: none"><li>• Integrity</li><li>• Cultural safety and cultural competence</li></ul> | <ul style="list-style-type: none"><li>• Collaboration</li><li>• Openness and accountability</li></ul> | <ul style="list-style-type: none"><li>• Striving for excellence</li><li>• Innovation</li></ul> |
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## Business area purpose

The Strategic Policy and Research Section manages and contributes to projects to meet the AMC's aim of excellence in healthcare through a highly trained medical workforce. Staff work with AMC business teams and external partners to support strategy, policy and research projects. The section includes the AMC Communications section.

## Position purpose

This position will play a key role in developing, enhancing, and maintaining impactful, interactive and automated dashboards and reports. This is an exciting opportunity to work at the intersection of data and business, providing actionable insights that drive decision-making and organisational success.

## AMC commitment to cultural safety, diversity, and inclusion in the workplace

The AMC aims for a diverse workforce to reflect the Australian community we serve. We believe diversity improves ideas and results in better outcomes and our employment policies reflect our commitment to diversity and inclusion.

The AMC is committed to a working environment that is inclusive and culturally safe for all. The AMC works closely with a number of Aboriginal and/or Torres Strait Islander and Māori stakeholders. It is a requirement that staff must ensure a working environment that is inclusive and culturally safe at all times.

***All AMC staff are required to participate in ongoing cultural safety training.***

To ensure we meet our strategic goal of ensuring culturally safe practice to improve health outcomes, the AMC understands that we require Aboriginal and/or Torres Strait Islander and Māori Peoples in our workforce. ***The AMC encourages applications from Aboriginal and/or Torres Strait Islander and Māori Peoples for all roles advertised.***

#### Position responsibilities and key results areas

The Dashboard Developer will be responsible for:

**Data dashboards:** Design, build and document interactive and automated dashboards and reports that provide meaningful insights. Perform data modelling, cleansing, transformation, mapping and integration across multiple sources.

**Communication:** Transform business requirements into technical solutions, ensuring clarity and usability for different audiences.

**Organisational KPIs:** Assist teams to define KPIs, enabling teams to measure success and identify opportunities.

**Data Strategy:** Assist in the execution of the AMC Data Strategy, including setting data requirements for ICT systems and developing standards for data quality.

**Indigenous Data Sovereignty:** Contribute to the team developing the Indigenous data governance framework within the AMC Data Strategy, and support its implementation.

**Report Compilation:** Assist teams to develop automated reports for internal and external stakeholders.

**Teamwork:** Regularly collaborate with ICT, technical and business stakeholders to ensure seamless delivery of automated and interactive dashboards and reports without compromising privacy and integrity of data.

**Innovation:** Work with stakeholders to foster innovation in data-driven methodologies and solutions. A self-motivated, adaptable attitude to learn and respond to evolving business needs.

**Artificial Intelligence:** Where appropriate, make use of AI technologies to offer innovative solutions tailored to the needs of the organisation.

**Change management:** Contribute to identifying and addressing the organisation's concerns that impact on take up of new dashboards and reports.

## Key selection criteria

### Behaviours

- Professionalism: Represent the AMC with integrity and ensure that interactions with internal teams and external stakeholders are conducted professionally.
- Accountability: Take ownership of one's work while recognising the limits of expertise and seeking guidance when necessary.
- Continuous Learning: Undertake continuing professional development, staying up to date through presenting at conferences and meetings and contributing to peer-reviewed articles.
- Quality Assurance: Routinely self-assess and peer-review work outputs to ensure they align with AMC's quality standards.
- Team Collaboration: Support and collaborate with team members, sharing knowledge, and working together to achieve organisational goals.

### Experience/Knowledge

- Familiarity with tools and languages like Power BI and/or Tableau, Power Query (and/or VizQL), SQL, SSRS, and Visual Studio/VS-code to deliver high-quality solutions for different audiences.
- Familiarity with SQL for data analysis and reporting.
- Knowledge and experience of API Endpoint integration.
- Certification and experience in data science/analysis and/or data visualisation methods, such as a Bachelor degree and two years' experience or vocational training and four years' experience.

### Skills

- Analytical Skills: An analytical mindset with problem-solving capabilities.
- Attention to detail: Ability to support data quality and ensure accuracy and consistency in dashboards and reports.
- Visualisation Skills: A flair for appropriate and clear visualisations related to complex data sets that can derive meaningful insights to a variety of audiences.
- Communication: Understand the requirements of stakeholders, and present visualisations in a clear, accurate and compelling way; bridging technical and business cultures.
- Collaboration: Work harmoniously with diverse teams, fostering a positive work environment and facilitating knowledge transfer. Also able to liaise with business units (and business analysts) to get what they want/need from internal and external data sources. A team-focused approach, with a commitment to continuous improvement.

### Desirable but not essential

- Programming ability in R and/or Python languages
- DAX and Power BI scripting
- Version control practices like Git (eg. Github, Bitbucket)
- Data warehousing and relational database concepts
- Apache Superset (and/or R Shiny) if not familiar with PowerBI and/or Tableau
- Medical Education: Knowledge about medical education and assessment.

### Other information

The AMC supports flexible and remote working. The AMC's national office is in Canberra, and the Dashboard Developer must be able to work in the Canberra office when business requires.