

Position Title: Aged & Community Care Data and Systems Coordinator

Campus: GH

Directorate: Aged and Community Care

Department: Planning and Reform

Reporting to: DON Planning and Reform

Direct Reports: N/A

Appointment Terms/Conditions:

Classification and Code: HS3

Enterprise Agreement: Victorian Public Health Sector (Health and Allied Services Managers and Administrative Workers) Single Interest Enterprise Agreement 2021 – 2025 and subsequent versions

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

Reporting to the Director of Nursing Planning and Reform in the Aged and Community Care directorate, this role is responsible for:

- Coordinating Commonwealth and State based systems for the Aged and Community programs, including provision and maintenance of access for staff across the directorate.
- Submission of key activity data to the Commonwealth & State through the various reporting systems.

The role is required to build effective working relationships across the organisation to enable efficient access to the systems and submission of required data for the Aged and Community Programs.

KEY ACCOUNTABILITIES

The key accountabilities for this position are to:

- Be the central point of contact, including providing and maintaining access for Grampians Health staff, for Commonwealth systems such as:
 - Relationship Access Manager & My Aged Care
 - PRODA and the Aged Care Provider Portal
- Coordinate and submit data into both the above systems and state-based systems such as AIMS.
- Build effective and collaborative working relationships with GH staff members and key management personnel.
- Assist with other duties across the directorate as directed by the DON Planning and Reform.

KEY SELECTION CRITERIA

Qualifications and experience

- Highly developed administration skills and demonstrated experience.
- Knowledge of the health sector, particularly in the Aged Care and Community Programs areas would be an advantage
- Desirable but not essential - Administration/Business Diploma

Technical/Professional Knowledge and Skills

- Proficient in the use of a broad range of administrative processes, IT systems, and client record management systems utilised in health and community services.
- Significant experience in working in a similar complex work environment, where accountabilities are high and sensitive information is treated with strict confidentiality.
- Highly developed communication and interpersonal skills including the ability to develop and maintain effective working relationships with staff internal and external to the department.
- Experience in co-ordinating a range of concurrent tasks, meeting work deadlines, taking initiative and working effectively with a range of staff in a demanding and complex work environment.
- Demonstrated ability to work independently/without direct supervision and use initiative to anticipate and solve problems.
- Advanced Microsoft Office skills (Excel, Word, Outlook etc.).

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.

- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected by their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.