

Position Title: Dataset Manager

Campus: All

Directorate: Corporate Services Office

Department: Health Information Services

Reporting to: Director, Health Information Services

Direct Reports: GH HIS Data Managers

Appointment Terms/Conditions:

Classification and Code: HIM Grade 3 or 4 commensurate with skills and experience

Enterprise Agreement: Allied Health Professionals

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

The Dataset Manager is responsible for the management Grampians Health statutory datasets and HIS Data Managers. The role will manage the Dataset team and implement standardised controls and processes to ensure data integrity, accuracy and timely submission of statutory datasets.

KEY ACCOUNTABILITIES

Leadership and Management

- Provide leadership, strategic direction, set clear and reasonable goals and KPIs
- Facilitate and maintain a positive and inclusive team culture in line with Grampians Health Values.
- Establish and maintain a culture of open communication, transparency and consultation.
- Provide training, tools and ongoing development opportunities to enable staff to perform their jobs to the best of their ability.
- People management, including recruitment and selection, staff development and performance
- Management of Dataset team resources to meet all requirements and deadlines including upskilling HIS Data Managers across multiple datasets to provide redundancy.
- Standardised, comprehensive and current documentation of all processes.
- Build and maintain relationships with all levels of staff within the organization with respect to statutory datasets
- Collaborate with the Performance and Activity Directorate to facilitate accurate and proactive reporting, dashboards and data analytics.
- Manage the transition and consolidation of statutory reporting and data management resources to a single PAS and single team.
- Contribute as a key stakeholder to the development and uplift of Data Governance across Grampians Health.
- Leverage technology such as AI to automate data management processes and improve data quality and integrity.

Dataset and Statutory Reporting Management

- Coordination of the submission and reconciliation of all statutory data reporting within published deadlines
- Establish and maintain standardised controls and processes to ensure data integrity and compliance with VAHI Data Integrity Guidelines.
- Coordinate internal and external statutory extracts audit process including the review and implementation of audit recommendations and liaison with the Department of Health.
- Collaborate with GH Coding team to ensure coded data is reported and corrected in a timely manner.
- Collaborate and coordinate with IBA webPAS Business Analyst for the management of system upgrades in relation to Statutory Datasets.
- Collaborate with key stakeholders in identifying the business requirements relating to statutory data sets, including enhancements, upgrades and functionality.
- Ensure complete and current policies and procedures affecting all aspects of Statutory datasets and other mandatory reporting.
- Provide expert advice to the business regarding statutory data and datasets
- Represent the Dataset team on designated internal and external forums where required.
- Other duties as directed by Director, HIS
- Deputise for Director HIS as required.

KEY SELECTION CRITERIA

- Qualified Health Information Manager
- Experience in managing statutory datasets
- Experience in staff management with the ability to lead, direct and motivate staff
- Excellent communication, interpersonal and negotiating skills, with the ability to communicate across a broad range of stakeholders and form successful relationships

- Strong data analytics and data management skills
- Proven experience in logical problem solving that identifies and implements workable solutions
- Strong computer skills in Microsoft Outlook, Excel, Word
- Experience with Patient Information Systems and Digital/Electronic Medical Record systems

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 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.

VERSION CONTROL

Date Written:	19/6/23
Date Revised:	8/10/25