

Position Title: Data Manager / Health Information Manager

Campus: All

Directorate: Corporate Services

Department: Health Information Services

Reporting to: Dataset Manager

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Commensurate with skills and experience

Enterprise Agreement: Health & Allied Services/Managers and Administrative Officers or,
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

To manage the data cycle and data quality of the Victorian Statutory Data Collections. The role may also include management of minor datasets and reporting and leave coverage of other datasets.

KEY ACCOUNTABILITIES

Data management

- Undertake data extraction, cleansing, submission, cleansing, reconciliation cycle, ensuring Department of Health (DH) and internal reporting timelines and requirements for the dataset are met.
- Comply with, and maintain currency of, the Data Monitoring Framework.
- Maintain documentation of data management processes.
- Implement and maintain quality control and reconciliation measures.
- Liaise with staff involved in front end data collection to ensure understanding of data and data integrity requirements.
- Provide education to business area regarding statutory data collections and changes to same.
- Provide Subject Matter Expertise in matters pertaining to the statutory data collections as required.
- Work with business area and DH to set up capture and reporting structures for new services.
- Manage and implement 1 July annual change process for statutory data collections including system testing and liaison with stakeholders.
- Internal reporting relating to statutory data collections.
- Resolve issues as notified by internal and external stakeholders.
- Training and support of other Data Managers
- Provide leave coverage of other datasets as required
- Other duties as required by Dataset Manager or Director, Health Information Services.

Statutory data collections and reporting managed by Health Information Services

- Victorian Admitted Episodes Dataset – Acute (VAED – Acute & Sub-Acute)
- Victorian Emergency Minimum Dataset (VEMD)
- Victorian Integrated Non-Admitted Health minimum dataset (VINAH)
- Elective Surgery Information System (ESIS)
- Agency Information Management System (AIMS)
- Victorian Perinatal Data Collection (VPDC)
- Victorian Healthcare Experience Survey (VHES) & support
- Victorian Audit of Surgical Mortality (VASM) & support

Other

- Discharge Summary Compliance Reporting & support
- Opal (BOSSnet) daily support

KEY SELECTION CRITERIA

Mandatory

- Qualified and experienced Health Information Manager or experienced Data Manager.
- Excellent analytical, conceptual, organisational skills.
- Ability to work with large data sets and to logically troubleshoot and problem solve data issues.
- Intermediate to Advanced Excel skills.
- Willingness and aptitude to learn.
- Excellent concentration, attention to detail, thoroughness and follow through.
- Excellent interpersonal skills and an ability to work in a close team environment.
- Excellent leadership skills and ability to build relationships with stakeholders.

- Ability to work independently, self-assign and complete tasks
- Ability to critically evaluate data and seek opportunities to improve data quality.
- Excellent time management skills

Desirable

- Experience working with health statutory datasets would be highly regarded.
- Experience working with Patient Administration Systems (PAS) and Opal (BOSSnet) would be highly regarded.

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

Date Written:	11/04/2015
Date Revised:	11/04/2024, 09/05/2024, 4/12/2024, 14/11/25