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SA Health Job Pack

Job Title	Senior Manager, Corporate Data Collection Systems
Job Number	568057
Applications Closing Date	7 August 2015
Region / Division	Department for Health and Ageing
Health Service	Finance and Corporate Services
Location	Adelaide
Classification	ASO8
Job Status	Full Time Temporary (up to 07/07/2017)
Indicative Total Remuneration*	\$114,161 - \$118,652 pa

Criminal History Assessment

Applicants will be required to complete and submit a Department of Communities and Social Inclusion (DCSI) Criminal History Check. The following checks will be required for this role:

- ☐ Child Related Employment Screening
- ☐ Vulnerable Person-Related Employment Screening
- ☐ Aged Care Sector Employment Screening
- ☒ General Employment Probity Check

Please ensure that the appropriate forms are completed and taken with you to the interview stage of the recruitment process. Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Tina Hardin
Job Title	Acting Director, Information Management
Phone number	(08) 822 67329
Email address	tina.hardin@health.sa.gov.au

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



ROLE DESCRIPTION

Role Title:	Senior Manager, Corporate Data Collection Systems
Classification Code:	ASO8
LHN/ HN/ SAAS/ DHA:	DHA
Hospital/ Service/ Cluster	
Division:	Finance and Corporate Services
Department/Section / Unit/ Ward:	Data & Reporting Services
Role reports to:	Director, Information Management
Role Created/ Reviewed Date:	

ROLE CONTEXT

Primary Objective(s) of role:

The Senior Manager, Corporate Data Collection Systems is responsible to the Director, Information Management for the management of data collections including the implementation of standards and data quality initiatives to support these across the Department for Health and Ageing. The Senior Manager is also the business owner for the information systems that support the collection management and for ensuring that high quality data are available in a timely manner to meet national, statutory and departmental information requirements.

Direct Reports:

- Senior Spatial Analyst ASO6 (1.4 FTE)
- Manager, Information Assembly ASO6 (1.0 FTE)
- Manager, Admitted Activity ASO6 (1.0 FTE)

Key Relationships/ Interactions:

Internal

- > Reports to the Director, Information Management.
- > Manages permanent staff within the Corporate Data Collection Systems Unit.
- > Liaises with senior managers across Data and Reporting Services and other departmental stakeholders to resolve data quality issues through system enhancement and development.

External

- > Liaises extensively with senior managers within the Department, the Commonwealth and State Government agencies and external service providers.
- > Liaises with hospital representatives to aid resolution of data quality issues.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Development, maintenance and management of data collections relating to hospital data supplied both by the hospitals and via automated mechanisms from the Enterprise Patient Administration System (EPAS).
- > Managing the priorities of the unit to focus on core business ensuring key deliverables and timeframe targets are met.
- > Change in business priorities to focus on more real-time data requirements.

Delegations:

Level 4 delegation.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- > Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

Special Conditions:

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* (Cth) or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007* (Cth).
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Collection and System Management	<ul style="list-style-type: none">> Contribute to the development and implementation of the Department's plans, policies and strategic directions by assuming prime responsibility for the maintenance and management of the enterprise wide Data Quality Management Framework (DQMF).> Ensure that service provision and the activities of the unit are in line with the DQMF policies.> In consultation with relevant stakeholders throughout the portfolio, contribute to the development of and promote adherence to national and state data definitions and standards within corporate business data collections and introduce mechanisms for identifying and attaining compliance with these standards.> Ensure the consistency and accuracy of information captured and reported from data collections by establishing processes and systems that promote adherence to agreed data definitions and standards, and facilitate the successful implementation of best practices for enterprise information management.
People Management	<ul style="list-style-type: none">> Manage and provide direction to staff within the Unit.> Lead, develop and foster a positive work culture which is based on SA Health's values and promotes learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.
Information Management	<ul style="list-style-type: none">> Ensure that key Commonwealth, Statutory and Departmental information requirements are met by managing the development and operation of key corporate information systems.> Provide a consultancy role for the South Australian data held in the

	National Health Service Directory (NHSD).
Spatial Data & Analysis	<ul style="list-style-type: none"> > Provide access to spatial data and analyses to meet key business requirements which rely on the geographical presentation of data.
Business Support	<ul style="list-style-type: none"> > Assist in the preparation of briefings, business plans and formal business cases relevant to the Unit. > Maintenance of contracts and licences for Information Management systems. > Budget monitoring and reporting and adherence to resources allocations.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Personal Abilities/Aptitudes/Skills:

- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the *Work Health and Safety Act 2012* (SA), utilising AS/NZS ISO 31000:2009 Risk Management- Principles and Guidelines, or to an equivalent set of standards.
- > Demonstrated management and leadership skills including the ability to motivate and support staff in their development as well as the ability to lead a diverse group of stakeholders to work collaboratively towards achieving common goals and outcomes.
- > Demonstrated ability to communicate and negotiate effectively at a senior level with proven high quality report writing and oral presentation skills.
- > Demonstrated ability to initiate and take independent responsibility for the design, implementation and management of major strategic innovative projects.
- > Ability to identify and analyse complex problems and develop practical solutions and skilled at identifying and evaluating opportunities for the application of technology to support business processes.

Experience

- > Senior management experience in information services or a related area, including in the management of staff and/or project teams.
- > Experience in managing corporate information systems ensuring the quality and integrity of data are consistent with agreed standards.
- > Experience in the analysis and interpretation of data and the application of agreed data standards and information management protocols.

Knowledge

- > Knowledge of best practices in Information Management including documentation, system development life cycle, change management and collection management.
- > Knowledge of current national and state data definitions and standards in relation to corporate business data collections in the health arena.
- > Knowledge of data quality management principles and methodology in health and related environments.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Tertiary qualifications in Information Management or a related discipline

Experience

- > Experience in negotiating and the operational management of Service Level Agreements.

Knowledge

- > Knowledge of Commonwealth and State government statutory reporting requirements.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

The role of the Data and Reporting Services Division is to provide timely, accurate and complete data to the Department, State and the Commonwealth to enable accurate reporting of health data primarily for performance and funding related activities. The unit provides knowledge and expertise in data management, business rules and data standards to support health units in their data provision obligations and to enable the availability of appropriate information to support evidence based decision making across SA Health.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: