

POSITION DESCRIPTION

HITH Data Manager



Organisation	NSW Health
Local Health District / Agency	Northern Sydney Local Health District
Position Classification	Health Mgr Lvl 1
State Award	Health Managers (State) Award
Category	Administration & Health Records Administration & Health Records Management
Vaccination Category	Category A
ANZSCO Code	224214 Records Manager
Website	www.nslhd.health.nsw.gov.au/

PRIMARY PURPOSE

Who we are : We are a health service that touches thousands of lives across the Northern Sydney Local Health District, together as a team of like-minded people. We are passionate, driven and have the skills and knowledge to care for our patients whilst creating the best services possible. Our teams have meaningful, interesting and rewarding work everyday. We challenge and nurture each other, sharing our knowledge and experience so that we can deliver better care for everyone. There's a real sense of belonging here because we value and respect our patients, employees, and teams' voices. You'll feel a real privilege being a trusted caregiver in our patients, their families, their carers, and our communities' lives.

The Data Manager is responsible for maintaining and updating clinical information systems to ensure reliable, valid, accurate data is provided to relevant stakeholders. The position also encompasses all data management activities within a department.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

ESSENTIAL CRITERIA

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

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NSLHD supports [diversity and inclusion](#) and these principles should be applied when interacting with our patients and work colleagues.

KEY ACCOUNTABILITIES

- The Data Manager is responsible for the maintenance and updating of clinical information systems to ensure reliable, valid and accurate data is provided to relevant stakeholders.
- Interpretation of data and provision of relevant information (within the identified scope of responsibility) to stakeholders in order to encourage local, clinical initiatives aimed at improving the efficiency of clinical practice.
- Analyse the data to identify clinical practice improvement opportunities and change management opportunities within the department.
- Translate the data into clinically meaningful, quality initiatives.

KEY CHALLENGES

- High level problem solving skills are required to address reporting and performance requirements.

KEY RELATIONSHIPS

Who	Why
Department Director and Nurse Manager	To ensure the data requirements of the department are met.

SELECTION CRITERIA

1. Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.
2. Demonstrated knowledge of data analysis including the ability to analyse, interpret and present complex information.
3. Demonstrated, high-level experience using information technology and systems including MS Excel, MS Word, MS PowerPoint, spread sheets and advance skills in database software -MS Access, Firstnet (and its applications).
4. Excellent verbal, written and interpersonal skills, with the ability to negotiate and liaise with senior management, health professionals and external agencies.
5. Ability to assist with coordinating data management, data integrity and data quality.
6. Demonstrated, strong customer service focus while maintaining confidentiality.
7. Qualifications and / or experience in health information management, biostatistics or nursing.
8. Proven ability to problem solve, prioritise workloads, ability to meet deadlines and ability to work independently.