



**SECTION 1 - POSITION IDENTIFICATION**

<b>Title:</b>	<b>Senior Data Collections Officer</b>
<b>Classification:</b>	<b>G-5</b>
<b>Award:</b>	<b>WA Health –HSUWA – PACTS – Industrial Agreement</b>

**SECTION 2 – REPORTING RELATIONSHIPS**

<b>UNIT</b>	<b>UNIT MANAGER</b>	<b>CLASSIFICATION</b>
	<b>Director General</b>	
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<b>Division:</b> Performance Activity & Quality	<b>Executive Director</b>	<b>MP</b>
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<b>Directorate:</b> Data Integrity	<b>Director</b>	<b>Class 1</b>
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<b>Branch:</b> Data Collection & Analysis – Inpatient and Mental Health	<b>Program Manager</b>	<b>G-11</b>
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<b>Branch:</b> Inpatient Data Collections	<b>Manager</b>	<b>G-10</b>
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<b>Section:</b>	<b>THIS POSITION</b>	<b>G-5</b>

**Positions under direct supervision and control:**

<u>Position No</u>	<u>Title</u>	<u>Classification</u>

**SECTION 3 - KEY RESPONSIBILITIES**

State BRIEFLY the key responsibilities or prime function of the position. Refer to definitions of terms to ensure the correct meaning of verbs frequently used eg. Controls, Maintains, etc.

Maintains and documents the hospital morbidity data collection, ha 215 and wait list collection within the information management and reporting directorate, extracts data and provides reports and analytical support.
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**SECTION 4 - STATEMENT OF DUTIES**

<b>TITLE</b> <b>SENIOR DATA</b> <b>COLLECTIONS OFFICER</b>	<b>CLASSIFICATION</b> <b>G-5</b>	<b>POSITION NO. 0</b> <b>0004804</b>
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**BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE**

Duty No	Duties	%
	<p>1.0 Technical support</p> <p>1.1 Assists in the preparation of aspects of the hospital morbidity data collection by providing data analysis and interpretation using standard statistical packages (including review of specifications, programs and outputs).</p> <p>1.2 Analyses and reports on the hospital morbidity data by performing computing tasks associated with the use of the hospital morbidity data collection (hmdc).</p> <p>1.3 Analyses and maintains the ha 215, beds and services survey, and wait list data collections, including secure storage and retrieval.</p> <p>1.4 Assists with the loading, conversion and validation of hospital data submissions and implements corrective mechanisms as required.</p> <p>1.5 Extracts validates and collates data for wa government agencies, national agencies and other organisations.</p> <p>1.6 Provides expert advice and support to users and providers of the data held in the hmhc, ha 215, beds and services survey, and wait list data collections including assistance with definition of requirements for data requests.</p> <p><b>2.0 Research and Report</b></p> <p>2.1 Prepares quarterly reports for the commonwealth government on ha215 and wait list data.</p> <p>2.2 Reviews requests for data from the Australian institute of health welfare.</p> <p>2.3 Assists researchers in identifying relevant data for extraction and undertaking data extraction.</p> <p>2.4 Manipulates data files using scripting languages for adhoc studies and non-standard analysis.</p> <p>2.5 Prepares documentation on methodologies used to extract data.</p> <p><b>3.0 General</b></p> <p>3.1 In conjunction with the data analyst maintains and schedules quality-control systems, monitors the validity of collected data and implements corrective action if required</p> <p>3.2 Participates in internal and external meetings and workshops as required.</p> <p>3.3 Other duties as directed</p>	100

**SECTION 5 - SELECTION CRITERIA**

<b>TITLE</b> <b>SENIOR DATA</b> <b>COLLECTIONS OFFICER</b>	<b>CLASSIFICATION</b> <b>G-5</b>	<b>POSITION NO.</b> <b>00004804</b>
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**ESSENTIAL**

1. Knowledge of and experience with health data collections and databases.
2. Substantial experience in the use of PC software application (eg Word, Excel, Access) and statistical analysis packages (eg SAS and SPSS).
3. Knowledge of and/or experience with International Classification of Diseases and Australian Classification of Health Intervention (ACHI) codes.
4. Technical experience with health collections databases.
5. Good time management and organisational skills.
6. Good interpersonal, verbal and written communication skills.
7. Attention to detail combined with a careful and methodical approach to working with data.
8. Ability to work effectively in a team environment and with confidential data of a highly sensitive nature.

**DESIRABLE**

1. Tertiary qualifications in a relevant discipline.
2. Experience in working in the health industry.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

**SECTION 6 - APPOINTMENT FACTORS**

- Successful 100 point Identification check.
- Successful Criminal Record Screening clearance.
- Successful Pre-Employment Integrity check.

<b>Location</b> East Perth	<b>Accommodation</b> Nil
<b>Allowances</b> Nil	<b>Specialised Equipment Operated</b> Nil

**SECTION 7 – CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE

SIGNATURE

DATE

DATE

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date