

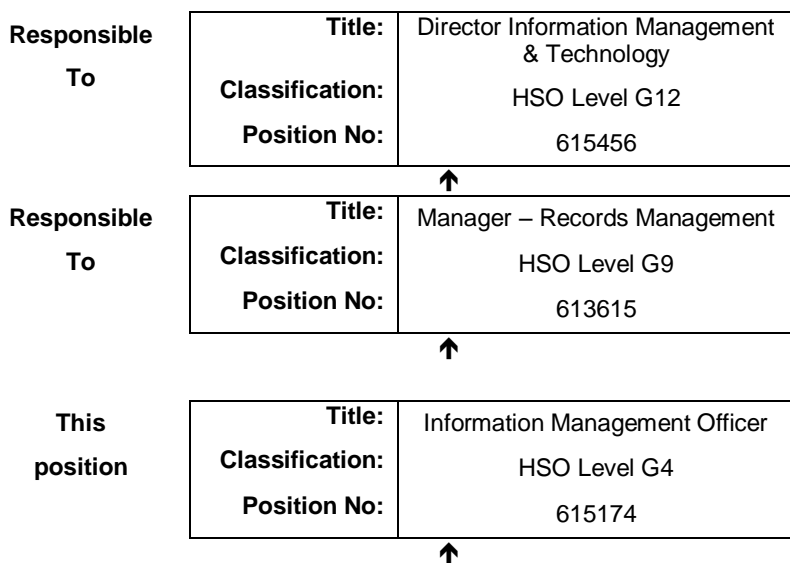


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	615174
Division:	Central Office	Title:	Information Management Officer
Branch:	Business Services	Classification:	HSO Level G4
Section:	Information Management and Technology	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
614103 Records Systems Administrator
615305 Corporate Information Integrity Officer

Positions under direct supervision:	← Other positions under control:
Position No. Title	Category Number

Section 3 – KEY RESPONSIBILITIES

Provides effective, efficient and timely information management services to clients and contributes to the development of information management systems, policies, strategies, standards and procedures.

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead
 Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	RECORDS MANAGEMENT	D	45
1.1	Ensures that appropriate information is recorded in the WACHS electronic document and records management system (EDRMS) in accordance with policies and procedures (Business Classification Scheme and Retention and Disposal Schedules).and disseminated to relevant business areas to promote compliance with key performance indicators		
1.2	Maintains a client focus on service delivery including client contact management, system improvements and quality assurance and service improvements		
1.3	Reports issues and errors to the Records Management team in relation to systems, equipment and processing		
1.4	Supports the Freedom of Information function for Central Office including coordinating responses to applications and reporting requirements		
1.5	Coordinates the WACHS Central Office mail services to ensure timely capture into the EDRMS and distribution to the relevant stakeholders		
1.6	Provides input into the development and implementation of new and revised record management policy, procedures and processes		
1.7	Develops record management tools, such as data entry conventions and business classification schemes for use across WACHS.		
1.8	Undertakes and assumes a lead role in compliance projects to assist business areas and the Manager Records Management to achieve WACHS objectives in accordance with the <i>State Records Act 2000</i> and the Recordkeeping Plan.		
1.9	Represents the Records Management branch and WACHS, as required, on committees and working groups		
1.10	Contributes to the development and implementation of operational team plans and strategies to meet WACHS organisational and Recordkeeping Plan objectives.		
2.0	CUSTOMER SERVICE / LIAISON	D	45
2.1	Provides first level helpdesk support in the area of records and document management including physical (hardcopy) and electronic records. This includes transactional and corporate records.		
2.2	Undertakes staff mentoring or training activities as part of compliance projects, in order to develop staff self reliance in their recordkeeping obligations.		
2.3	Provides advice and support to WACHS management and staff in relation to recordkeeping, management and evaluation ensuring the provision of an effective, efficient and timely service is provided.		
2.4	Develops and maintains procedural manuals and training material to support recordkeeping compliance activities and the WACHS Recordkeeping Plan.		
3.0	OTHER	O	10
3.1	Works with other member of the team to ensure services are continuously improved		
3.2	Performs other duties as directed		
The occupant of this position will be expected to comply with and demonstrate positive commitment to the WACHS Values and highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety and Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and confidentiality throughout the course of their duties.			

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Substantial experience in a records and document management service or information resource service environment
2. Demonstrated experience in the use of record keeping systems or electronic document management systems (EDRMS)
3. Demonstrated experience in the use of application of classification schemes, disposal authorities and recordkeeping plans
4. Demonstrated verbal, written, interpersonal, communication and liaison skills with the ability to apply these skills with individuals at all levels.
5. Good problem solving skills including conceptual and analytical ability.
6. Demonstrated ability to plan, prioritise and organise workloads to meet agreed timeframes
7. Well-developed knowledge of legislation, standards and public policy affecting recordkeeping, including State Records and Freedom of Information legislation.

DESIRABLE

1. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, how these affect employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Perth	Accommodation	
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements. • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check 		
Specialised equipment operated			

Section 7 – CERTIFICATION

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

Signature and Date: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive Officer

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 Signed

