



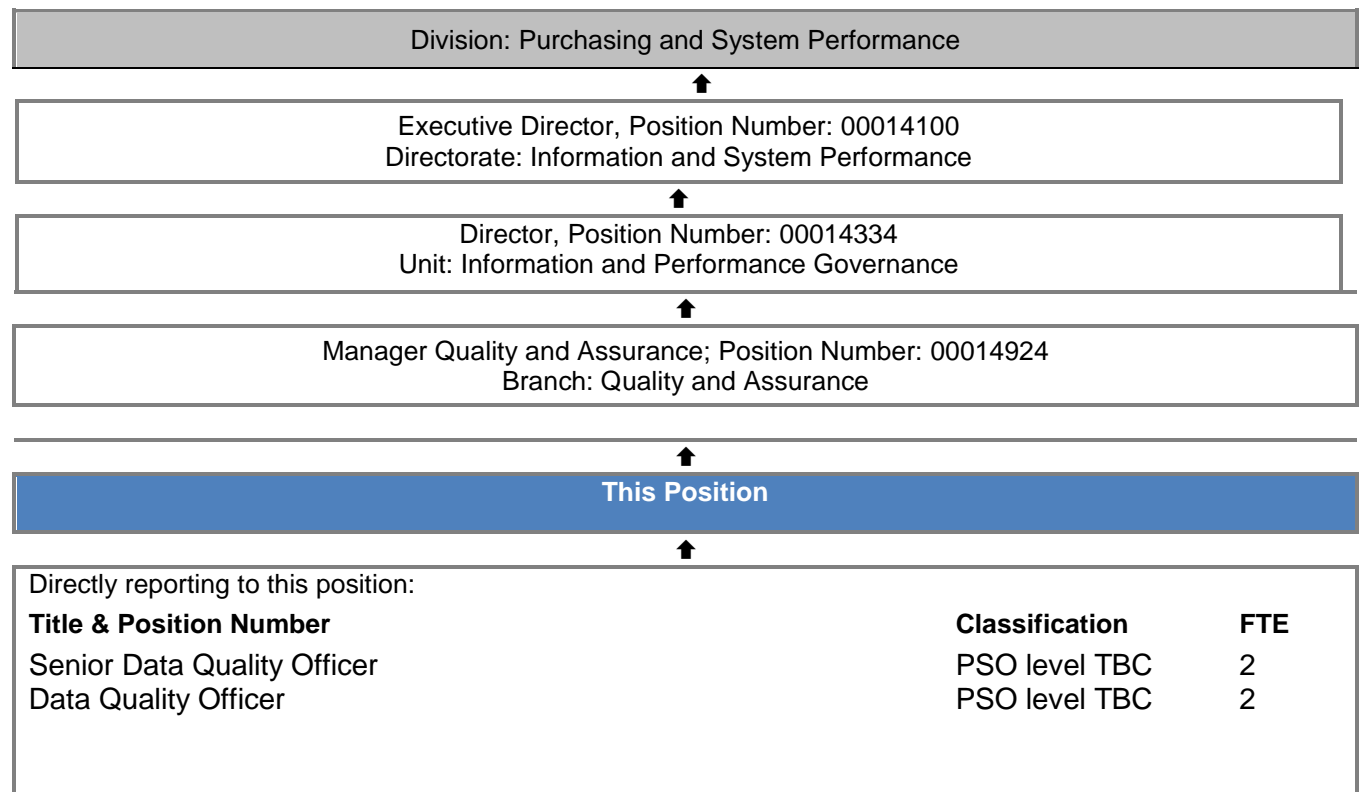
POSITION DESCRIPTION

Position Number	00015196
Position Title	Team Leader Data Quality
Classification	PSO 7
Division	Purchasing and System Performance
Directorate	Information and System Performance
Unit	Information and Performance Governance
Position Status	Permanent
Award	Public Service and Government Officers CSA General Agreement
Site Location	East Perth

ORGANISATIONAL ENVIRONMENT

Our Vision	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
Our Mission	To lead and steward the WA health system.
Our Values	Respect, Excellence, Integrity, Teamwork, Leadership

REPORTING RELATIONSHIPS



KEY RESPONSIBILITIES

The Team Leader Data Quality is responsible for the implementation, monitoring and evaluation of the consolidated data quality validation program across all of the directorate's information assets to support System Manager functions. The position develops and maintains the data quality framework and manages complex data quality investigations to drive system performance improvement and proactively identify and address emerging data quality and policy compliance issues and trends.

BRIEF SUMMARY OF DUTIES

This section outlines the results and outcomes required of an individual in this position.

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

Role-Specific Responsibilities

Contributes to the provision of specialist, strategic, evidence-based advice to the directorate's executive to shape the Department's program of data quality strategy development and implementation.

Contributes to business planning processes, aligning data quality strategy review and development priorities and resources to support organisational objectives and outcomes.

Develops and implements strategies for continuous monitoring, analysis and evaluation of data quality in alignment with information management and performance management priorities.

Leads the implementation, monitoring and evaluation of a comprehensive data quality validation program across all the directorate's information assets to support System Manager functions.

Develops and maintains a transparent data quality framework and protocols to drive system performance improvement and proactively identify and address emerging data quality compliance issues and trends.

Coordinates and undertakes complex analysis of data quality issues across the spectrum of collected data, identifies causes and liaises with Data Management Officers and Data Engineers to recommend and implement strategies for correction.

Supports the information management audit program through the identification of data quality concerns and target areas for focus.

Strategic Analysis, Management and Reporting

Provides specialised advice to the Manager Quality and Assurance and key internal and external stakeholders as required.

Supports strategy development for the improvement of data quality at a system wide level.

Undertakes research and maintains an expert awareness of state, national and international trends and issues in relation to data quality compliance and takes a proactive approach to identifying and responding to emerging issues.

Leadership

Provides leadership to the team and develops and coaches them to ensure achievement of key

deliverables.

Leads the delivery of data quality strategies that enable the System Manager to oversee all aspects of health service performance.

Provides leadership in the data quality functions within the Department and champions efforts for continuous improvement in this area.

Liaison, Representation and Stakeholder Development

Builds and maintains strong working relationships with key internal and external stakeholders in order to maintain business knowledge, understand prioritisations and effectively liaise, consult, negotiate and collaborate to achieve these.

Contributes to effective consultation processes with stakeholders across the WA health system to ensure Department of Health data collections meet System Manager requirements and reform initiatives, relating to the facilitation of data quality strategies.

Represents the Department of Health in business and professional dealings and on committees as required.

Contributes to ongoing liaison and engagement with stakeholders across the WA health system regarding compliance with the information management policy framework and related policies.

Leads, participates in and/or supports working parties and project teams involved with associated projects.

Corporate Responsibilities

Leads and inspires an environment of customer focus, excellence in delivery, high performance, and accountability within a team environment that values and recognises the contribution of all members.

Provides effective leadership with regard to corporate policies and procedures, models and ensures staff demonstrate expected behaviours, aligned with both departmental and broader public sector Codes of Conduct and legislative requirements.

Undertakes other duties as required.

WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

Essential Selection Criteria
1. Demonstrated substantial experience in the implementation, monitoring and evaluation of data quality validation within a complex environment.
2. Demonstrated substantial experience in the management and conduct of complex data quality investigations.
3. Demonstrated ability to lead a team and promote an effective collaborative working environment.
4. Well-developed interpersonal, communication and negotiation skills to influence people in the achievement of objectives.
5. Demonstrated ability to establish and maintain positive working relationships across the sector to execute strategy.
6. Demonstrated conceptual, analytical and problem solving ability within a complex and evolving technology and business environment.

Desirable Selection Criteria
<ul style="list-style-type: none"> • Possession of Tertiary qualification in a relevant discipline • Experience in the health sector.

Appointment Factors	<ul style="list-style-type: none"> – Successful 100 point Identification Check. – Successful Criminal Record Screening Clearance. – Successful Pre-Employment Integrity check.
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CERTIFICATION

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

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: