# Job Description Form

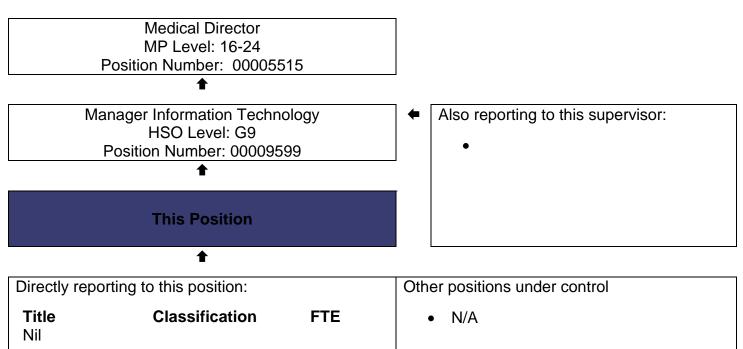**HSS REGISTERED**

<div style="border:1px solid #000; text-align:center;">

## Programmer

### Health Salaried Officers Agreement: G-6

**Position Number: 00013968**

**BreastScreen WA**
**North Metropolitan Health Service**

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## Reporting Relationships

| Medical Director |
| --- |
| MP Level: 16-24 |
| Position Number:  00005515 |

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| Manager Information Technology | ⬅ | Also reporting to this supervisor: |
| --- | --- | --- |
| HSO Level: G9 | | • |
| Position Number: 00009599 | | |

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| **This Position** |
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| Directly reporting to this position: | Other positions under control |
| --- | --- |
| **Title**       **Classification**       **FTE**<br>Nil | • N/A |

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### Prime Function / Key Responsibilities

Supports information systems maintenance and development to fulfil the business requirements of BreastScreen WA.

Undertakes analysis and data extraction as necessary to support the operational and strategic information needs of BreastScreen WA.

Maintains system documentation and participates in the implementation of policies and procedures to ensure compliance with the organisation's information technology (IT) governance requirements and methodologies.

## Brief Summary of Duties (in order of importance)

### 1. Programming

1.1 Assists in the maintenance and development of in house information systems, analysis and extraction of data as necessary to support the operational and strategic information needs of BreastScreen WA.

1.2 Undertakes specialised programming functions and technical methods to solve complex system analysis problems.

1.3 Works under the direction of the Manager IT to develop, test and implement system enhancements. Ensures performance and capacity issues are addressed during the system development cycle.

1.4 Participates in the development of disaster recovery plans as an integral part of information systems development and implementation.

1.5 Ensures effective matching processes for external data loads (e.g. Electoral Roll, Death Registry) are utilised as appropriate.

1.6 Facilitates the conversion of legacy data from existing applications to replacement systems where appropriate.

1.7 Participates in the analysis and design of IT projects and in the evaluation of software.

### 2. System Compliance

2.1 Provides system security functions to ensure information systems are compliant with National Accreditation Standards (NAS).

2.2 Participates in the development and implementation of policies and procedures to ensure compliance with the organisation's IT governance requirements and methodologies.

2.3 Ensures system documentation is completed in accordance with relevant standards, practices and procedures.

### 3. Specialist Support and Stakeholder Management

3.1 Provides support and technical advice to BreastScreen WA staff to:
- meet local, State and National reporting requirements;
- enhance quality assurance procedures;
- resolve data/system issues; and
- fulfil BreastScreen WA planning and evaluation.

3.2 Develops and maintains effective working relationships with Health Support Services (HSS) IT staff, vendors and BreastScreen WA staff to ensure effective information systems are developed and maintained.

### 4. NMHS Governance, Safety and Quality Requirements

4.1 Participates in the maintenance of a safe work environment.

4.2 Participates in an annual performance development review.

4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.

4.4 Completes mandatory training (including safety and quality training) as relevant to role.

4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.

4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 5. Undertakes other duties as directed.

# Work Related Requirements

**Essential Selection Criteria**

1. Demonstrated experience in the analysis, design, coding, testing, implementation and maintenance of information systems.

2. Proficient in C#, Windows Presentation Foundation (WPF), Visual Studio Development, Structured Query Language (SQL), Oracle procedural language extensions (PL) to SQL.

3. Good interpersonal, verbal and written communication skills including documentation skills.

4. Knowledge and experience in the use of software development standards and methodologies.

5. Considerable experience in the system development life cycle of information systems.

6. Demonstrated analytical and problem solving skills.

7. Demonstrated ability to work effectively in a team environment and autonomously.


**Desirable Selection Criteria**

1. Tertiary qualification in IT and/or significant relevant work experience would be highly regarded.

2. Understanding of the usage in Health Level-7 and Digital Imaging and Communications in Medicine (DICOM).

3. Experience in project management and Agile values and principles for software development.

4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.


**Appointment Prerequisites**

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

# Certification

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

| **Manager/Supervisor** | **Dept./Division Head** | **Position Occupant** |
|---|---|---|
| Name: | Name: | Name: |
| Signature/HE: | Signature/HE: | Signature/HE: |
| Date: | Date: | Date: |