



North Metropolitan Health Service
Job Description Form

HSS REGISTERED

Database Development and Maintenance Officer

Health Salaried Officers Agreement: Level G6

Position Number: 008257

Business Information and Performance

North Metropolitan Health Service

Reporting Relationships

Manager Systems and Technology
HSO Level G11
Position Number: 008119



Senior Information Analyst
HSO Level G9
Position Number: 008255



This Position



Also reporting to this supervisor:

- Business Information Analyst,
HSO Level G7, 3.0FTE

Directly reporting to this position:

Title	Classification	FTE
N/A		

Other positions under control

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Prime Function / Key Responsibilities

The Database Development and Maintenance Officer facilitates the requests for business activity information and the extraction of business performance information including its analysis and interpretation for the North Metropolitan Health Service, Business Information and Performance (BIP) unit.

Brief Summary of Duties

1. Analysis and Design

- 1.1 Asses requirements and liaise with stakeholders to ensure that requirements for web applications or business systems are met.
- 1.2 Ensure that design decisions and documentation are performed with a systematic approach using standard techniques, methodologies and practices.
- 1.3 Prepares initial assessments on the development work to ensure that progress is maintained and schedules are met in a timely and efficient manner.
- 1.4 Initiates any change management requests in the environment using the prescribed change management procedures along with appropriate testing strategies.
- 1.5 Aids in the area of risk management relating to applicable business systems ensuring that appropriate disaster recovery mechanisms are established and implemented.
- 1.6 Designs, develops and maintains relevant computer databases for BIP.

2. Business Support and Advice

- 2.1 Designs, develops and updates business reports and dashboards in a variety of formats for internal staff, senior managers and the executive group as part of BIP approach to business intelligence.
- 2.2 Creates and maintains the applicable documentation for all business systems, including polices procedures or standards adopted by BIP which have been developed according to the appropriate standards.
- 2.3 Supports the Senior Client Service Deliver Officer in the coordination of cost effective systems and infrastructure development.
- 2.4 Communicates software development and system status updates to the relevant stakeholders when required.
- 2.5 Participates and contributes to the development, management and achievement of project objectives.
- 2.6 Monitors and manages business systems to ensure optimal and effective performance.

3. NMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 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. High level computer skills including conceptual and analytical ability within a data architecture context together with demonstrated experience in the retrieval of data from relational database systems.
2. Considerable knowledge and experience in the use of contemporary business systems software including financial analysis and database management tools.
3. Well-developed verbal, written and interpersonal communication skills with the ability to liaise, consult and present information to diverse clients and customers.
4. Well-developed organisational and time management skills, including the ability to plan and prioritise workloads to meet tight deadlines.
5. High level problem solving skills, including conceptual and analytical ability.

Desirable Selection Criteria

1. Tertiary qualifications in a computing, health sciences, health information management and research.
2. Knowledge of health industry operational information systems and patient classification processes.
3. 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

Name:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: