



HSS REGISTERED

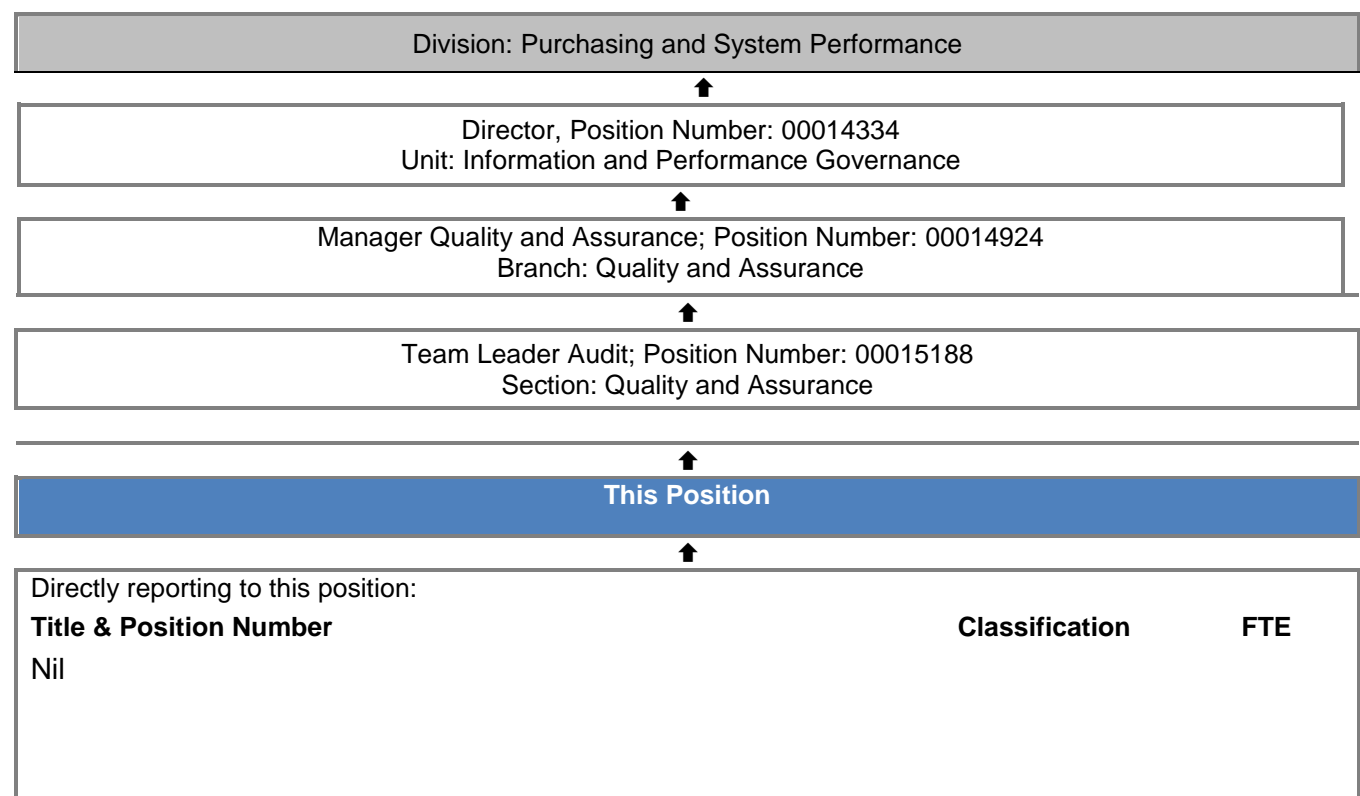
## POSITION DESCRIPTION

<b>Position Number</b>	00015187, 00015188
<b>Position Title</b>	Senior Audit Officer
<b>Classification</b>	PSO Level 6
<b>Division</b>	Purchasing and System Performance
<b>Directorate</b>	Information and System Performance
<b>Unit</b>	Information and Performance Governance
<b>Position Status</b>	Permanent
<b>Award</b>	Public Service and Government Officers CSA General Agreement
<b>Site Location</b>	East Perth

## ORGANISATIONAL ENVIRONMENT

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

## REPORTING RELATIONSHIPS



## KEY RESPONSIBILITIES

The Senior Audit Officer develops and maintains the audit intervention framework and conducts the audit program across the WA health system that measures compliance with relevant information management and performance policies. The position's focus is to help drive system performance improvement and to 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 evidence-based advice and support to the Directorate Executive to shape the Department's program for information audit strategy development and implementation.

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

Assists with the development and maintenance of a transparent audit intervention framework, conforming to national and international best practice standards, to drive system performance improvement and identify and address emerging clinical coding, data quality and policy compliance issues and trends.

Assists with the provision of a comprehensive, evidence-based audit program across the WA health system that is responsive to emerging performance issues and measures compliance with relevant information management and performance policies.

Contributes to the design, coordination and implementation of targeted and routine information audits directed at areas of key risk and in response to identified clinical coding and data quality issues to inform the performance management and assurance function of the directorate.

### Analysis, Management and Reporting

Provides advice to management and key internal and external stakeholders as required.

Supports strategy development for the improvement of information management and performance policy compliance at a system wide level.

Undertakes research and maintains an awareness of state, national and international trends and issues in relation to best practice audit methodologies and protocols and identifies and responds to emerging issues.

Prepares, develops and evaluates reports detailing audit findings and recommendations and escalates identified trends and issues to the directorate's executive as required.

### Leadership

Champions efforts for continuous improvement in the information audit functions.

### **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 audit strategies.

Liaises with and assists, through the conduct of the audit program, the education of health service providers in correct information procedures and policy awareness.

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

Participates in and/or supports working parties and project teams involved with associated projects.

### **Corporate Responsibilities**

Supports 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.

Complies with corporate policies and procedures and models 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
<ol style="list-style-type: none"><li>1. Demonstrated significant knowledge and understanding of national and international standards relating to Health Information Management with a focus on data quality and audit.</li><li>2. Demonstrated significant experience in conducting audits on performance, data quality or clinical coding within a large organisation.</li><li>3. Ability to work in a team and promote an effective collaborative working environment.</li><li>4. Well developed interpersonal, communication and negotiation skills to influence people and to establish and maintain positive working relationships to achieve outcomes</li><li>5. Demonstrated conceptual, analytical and problem solving ability within a complex and evolving technology and business environment.</li><li>6. Current "C" or "C.A" class drivers licence</li></ol>

Desirable Selection Criteria	
<ul style="list-style-type: none"><li>• Possession of Tertiary qualification in Health Information Management or a relevant discipline</li><li>• Possession of qualifications in Clinical Coding Audit</li><li>• Experience in the health sector.</li></ul>	
Appointment Factors	<ul style="list-style-type: none"><li>– Successful 100 point Identification Check.</li><li>– Successful Criminal Record Screening Clearance.</li><li>– Successful Pre-Employment Integrity check.</li><li>– Evidence of Current “C” or “C.A” class drivers licence</li></ul>

## 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: