



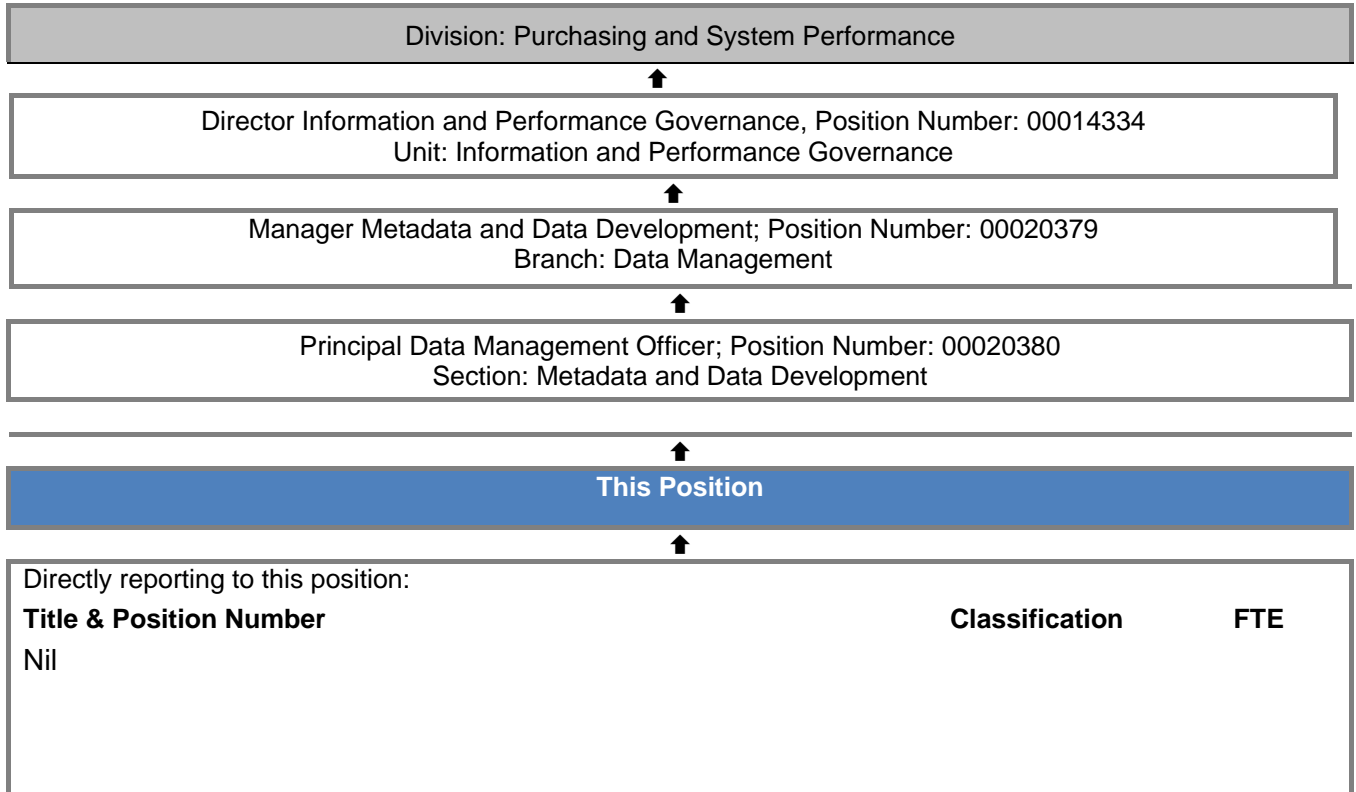
## POSITION DESCRIPTION

<b>Position Number</b>	00020381
<b>Position Title</b>	Senior Data 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>	Temporary
<b>Award</b>	Public Sector CSA 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>	Purposeful, Caring, Collaborative, Open, Outcome-focused

## REPORTING RELATIONSHIPS



## KEY RESPONSIBILITIES

The Senior Data Officer is responsible for developing, documenting and maintaining systemwide data standards and systemwide data models. This includes development of data dictionaries and domain values for new data models, and standards for global core registers and centralised lists. The position will work with the Data Management Team to ensure metadata is effectively documented and maintained and provide support and education to systemwide stakeholders.

## 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

Develops and maintains a comprehensive metadata program for the Directorate. This includes the development of tools, protocols and standards for the documentation of data dictionaries, domain values, indicator definitions, and transformation logic.

Develops and maintains global core registers and centralised lists on behalf of the directorate.

Supports programs which enhance the standardisation of data across collections and promotes a consistent vocabulary in published information, linked data repositories, data warehouses, analysis and reporting.

Develops and maintains high quality and accessible user guides, training materials and standardised metadata templates for documentation in line with business rules, regulations and best practice principles.

Maintains an awareness of developments with data sources, information systems and new reporting requirements across the health system which may impact on the management of the Department's data collections.

Evaluates metadata quality and coordinates with the Data Management Team to ensure metadata for all collections and repositories is effectively documented and maintained.

Supports the adoption and creation of new data collections by providing tools and resources for the systematic documentation of metadata through all stages of the data life cycle.

### Analysis, Management and Reporting

Ensures information provided is robust, accurate and available in a timely manner.

Provides advice on metadata across the Health System to support the use of health information including, but not limited to, management and reporting activities.

Undertakes research and maintains an awareness of state, national and international trends and issues in relation to metadata and information classification methodologies and takes a proactive approach to identify and respond to emerging best practice.

## **Leadership**

Champions efforts for continuous improvement in operational practices in the data source environment and standardisation in data collection methodologies.

## **Liaison, Representation and Stakeholder Development**

Builds and maintains effective 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, remain relevant and support best practice.

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 experience in the development, documentation and/or management of data in a complex environment.</li> <li>2. Ability to work in a project environment, achieve project deliverables and meet timeframes.</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> </ol>

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

Appointment Factors	<ul style="list-style-type: none"> <li>– Provision of the minimum identity proofing requirements.</li> <li>– Successful Criminal Record Screening Clearance.</li> <li>– Successful Pre-Employment Integrity check.</li> </ul>
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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: