



Effective date (HSS registered): 7 February 2025

## Position description

Position number	00014922
Position title	Manager – Data Management
Classification	PSO Level 8
Division	Purchasing and System Performance
Directorate	Information and System Performance
Branch	Information and Performance Governance
Position status	Permanent
Award	Public Service and Government Officers CSA General Agreement
Site location	East Perth

## Organisational environment

### Our values



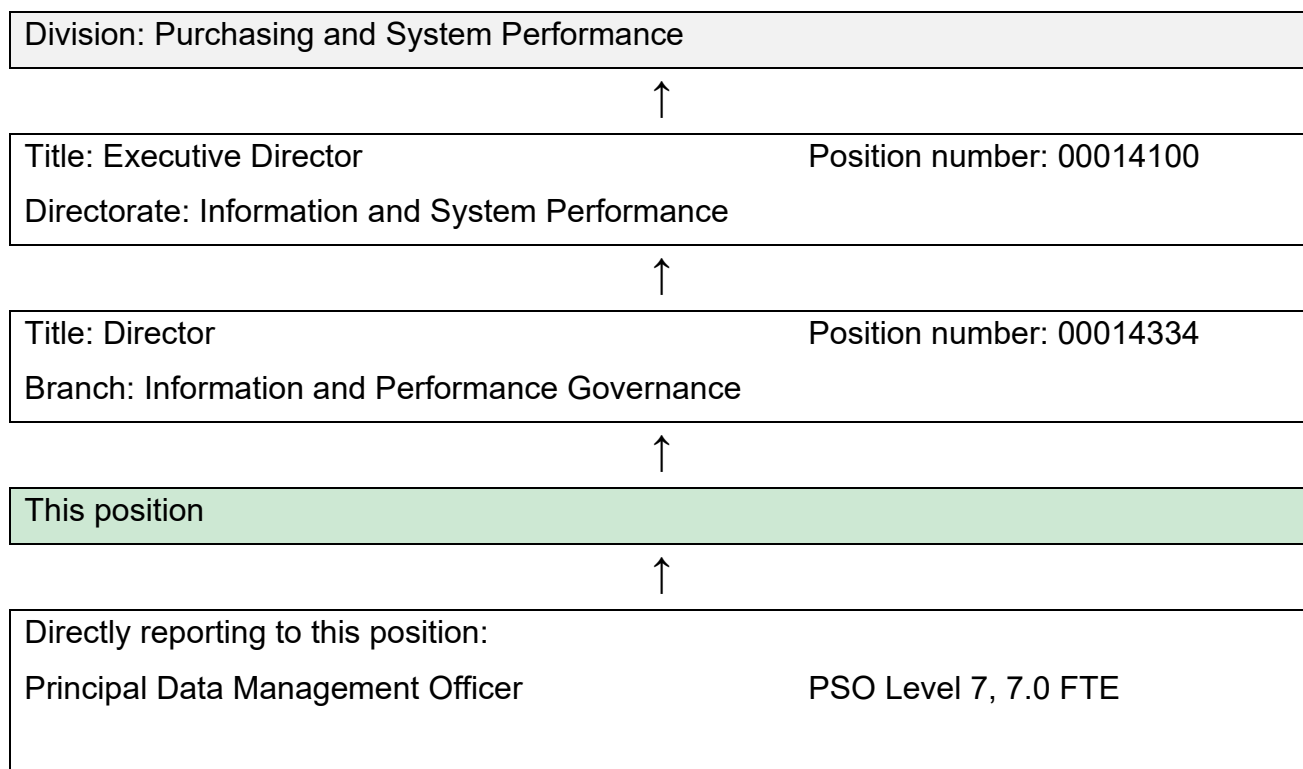
### Our vision

A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all Western Australians.

### Our mission

To lead and steward the WA health system.

## Reporting relationships



## Key responsibilities

The Manager Data Management is responsible for the development, implementation and evaluation of data management framework and strategies which enable the achievement of the Department's planned outcomes and align with the broader government objectives.

The Manager Data Management provides leadership and program management across existing and new collections and ensures that WA Health develops and maintains a comprehensive and contemporary metadata repository and program of work. This position provides expert strategic advice to the Director and Senior Executives regarding current, evolving or emerging Data Management matters to facilitate executive decision making.

## 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 our Code of Conduct, policies and relevant legislation.

### **Role-Specific Responsibilities**

Maintains an expert 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.

Oversees a program to design, create and provide ongoing development of new data collections.

Provides oversight and guidance to the ongoing development and maintenance of existing data collections, allowing the system manager to maintain source of truth information assets overseeing all aspects of health service performance and assist in the delivery of a safe, high quality, sustainable health system for all Western Australians.

Develops and implements strategies and programs which enhance the standardisation of data across collections including the maintenance of comprehensive documentation on data definitions, business logic and metadata codes of practice.

Contributes to information management and performance policy development through appropriate data governance and assurance processes and ensures the availability of high quality and accurate data for system reporting. Ensures that policies and practices support the improved use and sharing of information across the health system and wider government.

Develops and implements strategies to assist in the identification of data quality issues and other risks impacting on the maintenance of high quality data collections.

### **Strategic Analysis, Management and Reporting**

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

Provides strategic advice to the Director, Information and Performance Governance and key internal and external stakeholders as required.

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

Undertakes research into new methods of collecting and classifying data and information.

Oversees the delivery of routine data submissions to Commonwealth and State bodies, to ensure the system manager meets its statutory obligations.

## **Leadership**

Provides strategic direction and leadership to the branch, and develops, coaches and manages others to ensure achievement of key deliverables.

Oversees the development of new data collections to meet system manager requirements.

Provides management and leadership of the data collection functions within the Department, including the provision of expert specialised advice on data standards, operational practices in the data source environment and champions efforts for continuous improvement in data collection and standardisation of methodologies.

## **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.

Develops and leads 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.

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

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.

Ensures allocated human, financial and physical resources for the section are managed effectively within policy and budget parameters against agreed targets, performance standards and objectives.

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 extensive experience in the strategic development, curation and management of large scale data within a complex organisation.
2. Demonstrated substantial program management experience and an ability to achieve key deliverables and meet timeframes.
3. Demonstrated ability to lead and manage teams and promote an effective collaborative working environment.
4. Highly developed interpersonal, communication and negotiation skills to influence people in the achievement of objectives.
5. Demonstrated ability to establish and maintain strong working relationships across the sector to shape and manage strategy.
6. Demonstrated high level conceptual, analytical and problem solving ability within a complex and evolving technology and business environment.

## Desirable selection criteria

Provision of a relevant professional industry or tertiary qualification is highly desirable.

## Appointment factors

- provision of the minimum identity proofing requirements
- successful criminal record screening clearance
- successful pre-employment integrity check.

# Certification

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

Manager or supervisor	Director or division head
Name	Name
Signature	Signature
Date	Date

**This document can be made available in alternative formats on request for a person with disability.**

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