

Position Description

Position Title	Data Dictionary Consultant
Project	Fiji Program Support Facility – Health Program
Reports to	Strategic Monitoring, Evaluation and Learning Adviser, Health Program
Duration of Assignment	Up to 20 input days for 2.5 Months from December 2020 to February 2021.
Location	Suva, Fiji

Program Overview

The Fiji Program Support Facility (the Facility) was established in 2017 to support and implement Australia's aid programs such as health, education, Australia Awards and governance in Fiji. The Facility also supports the Australia Awards and education programs in Tuvalu. The Facility integrates cross-cutting themes, including gender equality, disability inclusion, climate change, emergency preparedness and response and civil society engagement, across sectoral programs. In particular, the Facility seeks to strengthen program outcomes by better addressing the needs of targeted beneficiaries including those who are often marginalised.

Australia is supporting Fiji's health sector to respond to health challenges through the Facility's Health Program. Its high-level objectives focus on:

- 1) Better curative and preventative health services (e.g. service quality, Non-communicable Diseases (NCDs), communicable diseases and maternal & newborn services), and
- 2) Strengthening health systems (e.g. planning, finance, workforce and information).

The funding for the program is approximately AUD20million over 5 years to January 2022 and delivered through a range of activities (interventions) to achieve the program's objectives where activity implementation modalities include technical advice, procurement of technical services and goods, capacity building and training support, support to Ministry led initiatives and innovations and grants to civil society organisations (CSOs).

Support to Fiji's health sector is a key component of the Facility. The focus of the support is on strengthening health service delivery as well as health systems strengthening.

Position Summary

The Data Dictionary Consultant will be responsible for working with relevant Ministry of Health and Medical Services (MHMS) staff in the Department of Research, Innovation, Data Analysis and Management (RIDAM) to revise the MHMS Data Dictionary with the most up-to-date version of data set specifications (specifically, data elements, indicators, and data validation rules) and the organizational unit hierarchies. An updated data dictionary will support both the manual and electronic health information system by providing common reference point and standards, thereby improving consistency and quality of information used in decision making.

Placement Outcomes and Outputs

The expected outputs and outcomes of this placement are:

- Workplan approved by MHMS and the Facility.
- Updated data dictionary.
- Standard Operating Procedures for maintaining the data dictionary.
- Modifications to databases fully documented.

Key Responsibilities

Key responsibilities include:

- Develop a work plan in collaboration with MHMS and Facility.
- Provide bi-weekly updates to the Facility and MHMS.
- Work with RIDAM (Health Information Unit and Information Technology Unit), Policy and Planning Department and other MHMS departments to compile all indicators and data elements collected in the current health information systems.
- Liaise with MHMS staff and clinical service networks (CSNs) to clarify definitions, standards and validation rules.
- Ensure that relevant elements of inclusive health i.e. gender equity, disability and social inclusion are addressed.
- Define inclusion and exclusion criteria for the different variables and make recommendations for changes in the primary electronic information systems including the Patients Information System (PATIS), Consolidated Monthly Returns Information System (CMRIS), Rheumatic Heart Information System (RHIS), Laboratory Information Management System (LIMS), Cancer and diabetes registries, where necessary.
- Update the data dictionary to ensure it is accurate, complete and up to date.
- Develop validation rules for each element; conducting consistency checks and data cleaning.
- Develop Standard Operating Procedures (SOPs) for maintaining the data dictionary and how it links to functional performance indicator reference sheets.
- Explore and make proposals for making the dictionary searchable and available to all staff.

Selection Criteria

Qualifications

- Bachelor's degree or equivalent in any of the following areas: social sciences, public health or health information management.

Experience

- A minimum of three years experience in health information management including handling data sets, ability to organise, analyse, interpret and evaluate program data quality.
- Prior experience in health management information systems
- Experience working within Fiji government structures, policy and procedures preferred.

Knowledge

- Strong knowledge of Microsoft Office and database management systems (Excel, Access).

Selection Criteria

- Knowledge of World Health Organisation (WHO) Core Health indicators and other health indicators.

Personal Attributes

- Ability to collate information from multiple sources.
- Proven team building and inter-personal skills.
- Exceptional time management skills and ability to meet deadlines.
- Good communication skills, with good written and spoken English.
- Ability to establish strong working relationships with colleagues from different functions
- Ability to resolve problems and find best solutions in data management.

Child Protection

Coffey is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Exemplifying Coffey's commitment to technical excellence in gender equality, disability and social inclusion (GEDSI), our team of dedicated GEDSI advisers work closely with our partners to ensure a context-specific and consistent approach is applied to all our programs to improve the opportunities of the world's most marginalised groups. We encourage people from diverse backgrounds and experiences to apply

About Coffey

Coffey has a 40-year history in successfully delivering international development projects on behalf of donors right around the world, including Australia's Department of Foreign Affairs and Trade, USAID and the UK's Department for International Development. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.