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SA Health Job Pack

Job Title	Metadata Change Manager
Eligibility	Open to Everyone
Job Number	694934
Applications Closing Date	19 July 2019
Region / Division	Department for Health and Wellbeing
Health Service	Data and Reporting Services
Location	Adelaide
Classification	ASO7
Job Status	Full Time / Term Contract (up to 26 June 2020)
Salary	$100,059-$108,307

Contact Details

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Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

☐ Child Related Employment Screening - **DCSI**

☐ Vulnerable Person-Related Employment Screening - **NPC**

☐ Aged Care Sector Employment Screening - **NPC**

☒ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category C (minimal patient contact)

· *This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category C (minimal patient contact). Please click here for further information on these requirements.*

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -
- **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to http://www.sahealthcareers.com.au/information/ for further information regarding
- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements

ROLE DESCRIPTION

Role Title:	Metadata and Change Manager
Classification Code:	ASO7
LHN/ HN/ SAAS/ DHW:	DHW
Hospital/ Service/ Cluster:	
Division:	Quality, Information and Performance
Department/Section / Unit/ Ward:	Data and Reporting Services
Role reports to:	QIP Hub Project Manager
Role Created/ Reviewed Date:	3 May 2019
Criminal History Clearance Requirements:	☐ Aged (NPC) ☐ Child- Prescribed (DCSI) ☐ Vulnerable (NPC) ☒ General Probity (NPC)
Immunisation Risk Category Requirements:	☐ Category A (direct contact with blood or body substances) ☐ Category B (indirect contact with blood or body substances) ☒ Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

> The Metadata and Change Manager is responsible for management the development of and maintenance of metadata related to data used through SA Health and acting as the interface to the Department's Business Intelligence team. The Metadata and Change Manager will work collaboratively to develop and document the management of metadata and change management processes. The Metadata and Change Manager will also assist with the development of specifications and project plans to facilitate the management of metadata and change management processes and provide operational advice on the requirements for all developmental projects under the QIP Hub Program.

Direct Reports:

> Nil

Key Relationships/ Interactions:

Internal

> Directly reports to the Project Manager - QIP Hub
> Daily interaction with Data & Reporting staff.
> Frequent interaction with clinical staff at all levels.
> Interacts with other Departmental staff across all Divisions as required

External

> Maintains effective collaborative working relationships with multiple stakeholders in health, public and private organisations and the general public.

Challenges associated with Role:

Major challenges currently associated with the role include:

> Establishing and maintaining effective communication with clinical and operational staff to facilitate adoption of centralised and consistent metadata management and change management process
> Working in a fast paced environment characterised by complexity, innovation and change.
> Working in a developmental space providing the opportunity to demonstrate efficiency and innovation.

Delegations:

> N/A

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Require Documentation	> Act as a business subject matter expert on the collection, consolidation and management of metadata and the management of change through business as usual processes > Work with the business to develop and document requirements relating to both metadata and change management.
Development	> Work collaboratively with operation and technology leads to identify solutions to managing metadata and change processes > Translate the requirement to develop a strategy with supporting documentation > Assist with the development and execution of project and implementation plans > Appropriately escalate and communication project status and issues to management for support and guidance
Implementation	> Assist with the development of user documentation and training programs > Work with the business to facilitate adoption of the developed solutions. > Provide ongoing support for business users.
Continuous Improvement	> Share knowledge amongst the Data & Reporting Branch. > Contribute to the implementation of quality improvement standards and measurement strategies within the Data & Reporting Branch. > Participate in a culture within the Data & Reporting Branch where there is an expectation of excellence. > Monitor own performance to ensure that work is appropriately prioritised and completed on schedule to meet operational requirements. > Ensure own training and skills are appropriate and raise required training and up-skilling requirements with the manager.
Corporate Compliance	> Comply with all SA Health workplace policies and procedures > Comply with the Code of Conduct for Public Sector Employees > Adequately manage the official records he/she creates and receives according to relevant legislation, policies and procedures. > Identify and report all health and safety risks, accidents, incidents, injuries property damage and near misses in the workplace.

	> Participate in all activities associated with the management of workplace health and safety
	> Promote awareness and compliance with Equal Employment Opportunity principles.
	> Participate in personal development reviews.
	> Ensure cultural sensitivity is maintained by attending and contributing to their learning in diversity of Cultural awareness and cross cultural training, with a frequency determined as appropriate by the organisation.
	> Contribute to the well-being of people in South Australia through participation in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

Personal Abilities/Aptitudes/Skills:

> Ability to communicate effectively both verbally and in writing in a clear, concise and logical manner with all levels of personnel, especially clinicians, who may have varying levels of information technology literacy with regard to clinical reporting.
> Ability to identify and analyse problems of a complex nature and formulate and document practical solutions with recommendations.
> Ability to work independently, as well as collaboratively in a team, under limited direction, make well informed and timely decisions, be flexible and operate effectively in an environment of complexity, pressure and change and ensure that the required standards of accuracy and quality are met within tight timeframes.
> Excellence in time management, organisational, and prioritisation skills and ability to balance multiple priorities.
> Effective negotiation skills.
> High standard of professional competence and an ethical approach.

Experience:

> 5+ years' experience in a clinical and/or corporate data environment, writing requirements, performing data analysis, managing and consolidating metadata, tracking and planning projects, making data driven analytical decisions, writing queries, and report development.
> Intermediate level of programming knowledge and of relational databases, database structures and design, systems design, data management, data warehousing.
> 4+ years' experience with multiple software development life cycle methodologies and requirements' documentation approaches (features, user stories, use cases, domain models, logical data models).
> Intermediate or better level of proficiency with tools such as Microsoft Excel, Visio, PowerPoint and MS Project.
> Demonstrated increasing responsibility for documenting and developing solution technology to support business problems.

Knowledge:

> Knowledge of national health reporting obligations, clinical registries and hospital accreditation processes.
> Knowledge of Data Management Body of Knowledge or similar

<u>DESIRABLE CHARACTERISTICS</u>

Educational/Vocational Qualifications:

> Formal qualifications in Computer Science, Business Analysis, Change Management or similar.

Experience:

> Experience working within SA Health.

Knowledge:

Special Conditions:

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Criminal and Relevant History Screening.

- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.

- Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007* (Cth).

- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.

- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.

- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.*
- *Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.*
- *Meet immunisation requirements as outlined by the Immunisation for Health Care Workers in South Australia Policy Directive.*
- *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- *Disability Discrimination.*
- *Independent Commissioner Against Corruption Act 2012 (SA).*
- *Information Privacy Principles Instruction.*
- *Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008 and the SA Health (Health Care Act) Human Resources Manual.*
- *Relevant Australian Standards.*
- *Duty to maintain confidentiality.*
- *Smoke Free Workplace.*
- *To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.*
- *Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development:

The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

The role of the Data & Reporting Services is to provide timely, accurate and complete data to the Department, State and the Commonwealth to enable accurate reporting of health data primarily for performance and funding related activities. Our vision is to that data should be 'captured once, used by many and meaningful to all.'

Values

SA Health Values
The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

> We are committed to the values of integrity, respect and accountability.
> We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
> We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics
The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

> Democratic Values - Helping the government, under the law to serve the people of South Australia.
> Service, Respect and Courtesy - Serving the people of South Australia.
> Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
> Accountability- Holding ourselves accountable for everything we do.
> Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: **Role Title:**

Signature: **Date:**

Role Acceptance

Incumbent Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

Name: **Signature:** **Date:**

Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/2018	Minor formatting with order of information amended.
V4	11/07/2018	26/03/2019	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/2019		Added categories for immunisation requirements on front page.
V6	18/4/2019		Updated from title from Senior Business Analyst to Metadata & Change Manager