

Position	Data Governance Officer
Classification	AS07
Division	SALHN Office for Research
Department / Section / Unit / Ward	SALHN Office for Research
Role reports to	Manager of Research Governance & Ethics, SALHN
CHRIS 21 Position Number TBA	Role Created / SALHN – 2024-25-0113 02/09/2024
Criminal History Clearance Requirements <input checked="" type="checkbox"/> National Police Clearance <input type="checkbox"/> Child - Prescribed (Working with Children Check)	Immunisation Risk Category Category B (indirect contact with blood or body substances)

JOB SPECIFICATION

Primary Objective(s) of role:

- > The Data Governance Officer is responsible for the implementation and ongoing management and review of the SALHN's Data Governance Framework.
- > The Data Governance Officer will contribute towards the development and maintenance of policies and procedures, and training and communication materials to raise awareness and support compliance with SALHN's data Governance Framework.
- > The Data Governance Officer will collaborate with Data Stewards across SALHN to coordinate and manage updates to the Framework.
- > The position will provide a consistent approach to managing data assets, data provision and associated products and services across SALHN.

Direct Reports: (List positions reporting directly to this position)

- > Nil

Key Relationships / Interactions:

Internal:

- > Reports to the Manager of Research Governance & Ethics, SALHN
- > Maintains close collaborative working relationships with SALHN Digital Health Teams.
- > Maintains effective relationships with Executive, Project Management Officer(s), Administration and Management personnel.

External:

- > Maintains strong relationships with Senior Management and staff within the Department for Health and Wellbeing and External Research Entities.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Data Governance within SALHN is currently in its nascent stages, necessitating the operationalisation and implementation of foundational frameworks and practices while harmonizing efforts across divisions/departments that may have varying levels of data governance maturity and alignment with SALHN's Data Governance Framework.

- > The role demands proactive adaptation to the rapidly evolving data and analytics landscape within SALHN, requiring continuous refinement of data governance strategies to ensure their effectiveness in regards to emerging technological standards and statewide initiatives.

Delegations: (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

Financial	N/A
Human Resources	N/A
Procurement	N/A

Resilience

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

Performance Development

As an individual it is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position.

General Requirements

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

- > National Safety and Quality Health Care Service Standards.
- > *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 in the Immunisation for Health Care Workers in South Australia Policy Directive.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety Act) 2017 (SA)*
- > *Public Interest Disclosure Act 2018*.
- > Disability Discrimination.
- > Information Privacy Principles.
- > 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.
- > *Mental Health Act 2009 (SA)* and Regulations.

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.

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 Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the *Child Safety (Prohibited Persons) Act 2016* and *Child Safety (Prohibited Persons) Regulations 2019* must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > 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 2008* 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.

Key Result Areas	Major Responsibilities
Resource Management and leadership	<ul style="list-style-type: none"> > Develop and foster a positive work culture which is based on SA Public Sector and SALHN values, and promotes learning and development, ensure safety and welfare of employees, acknowledges differences, and encourages creativity and innovation amongst their team. > Ensure Project objective/s, goal/s and priorities align with the S/SALHN Research Hub > Encourage a culture of cross-team and cross-department collaboration to establish project plans, goals, and priorities within the framework of corporate plans and the objectives of the SALHN Digital Health Portfolio within the Research sphere. > Assist team with advice in relation to the impact of Data Governance on various aspects of data provision. > Identify training needs; oversee the development and implementation of training programs and materials that support Research personas in relation to data provision. > Ensure the identification of roles, responsibilities and reporting requirements for personnel within the team.
Data Governance	<ul style="list-style-type: none"> > Develop, implement, and manage the SALHN Data Governance Framework and related quality assurance and risk management programs for activity-based data that defines who has the authority and control over data assets and how those data assets may be used. > Develop the Framework to encompass the people, processes and technologies required to manage and protect data and to clearly identify acceptance criteria for all project deliverables. > Facilitate policies, procedures, standards and documentation relating to the management and utilisation of SALHN Data Assets and the associated products and services. > Facilitate change management processes relevant to project/program development and facilitating completion of impact assessments.
Continuous improvement	<ul style="list-style-type: none"> > Liaise with stakeholders across major projects and programs to successfully monitor performance in the realisation of benefits. > Monitor, provide advice and leadership on the delivery of data pertaining to Research. > Maintain quality of the data using feedback, concerns, questions, internal processes, identifying and evaluating identifying issues and implementation corrective actions regularly. > Monitor own performance to ensure work is 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. > Facilitate and co-ordinate activities relating to improving data quality or governance processes.
	<ul style="list-style-type: none"> >
Contribution to effective operation of unit	<ul style="list-style-type: none"> > Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers. > Contributing to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector).

- > Adhering to the provisions of relevant legislation including, but not limited to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements.
- > Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions.
- > Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Nil

Personal Abilities/Aptitudes/Skills

- Ability to identify and analyse problems of a complex nature and formulate and document practical solutions with recommendations.
- Demonstrated ability to work independently and effectively within 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.
- Effective negotiation skills and a high standard of professional competence and an ethical approach.
- Ability to work under pressure, prioritise commitments, and to meet deadlines while keeping customers aware of status and the Manager informed of workload, whilst maintaining high quality data and reporting standards.
- Ability to communicate effectively both verbally and in writing in a clear, concise, and logical manner with all levels of personnel, including clinicians, who may have varying levels of information technology literacy.
- Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
 - Quality management and the provision of person and family centred care.
 - Risk management.

Experience

- > Experience in determining and implementing appropriate goals, strategic directions and leading and managing associated work plans and programs within constrained timeframes, competing priorities and the framework of an organisation's corporate objectives.
- > Experience in the delivery and change management of solutions to address business problems.
- > Experience in the development, management and/or implementation of a business operational framework, preferably relating to the governance of data.
- > Experience in coordinating multi-disciplinary professional teams to meet collective program objectives (both strategic and operational).
- > Experience in successfully communicating, negotiating and working collaboratively with stakeholders from a variety of professional and organisational backgrounds including the community, service providers and other relevant stakeholders to achieve outcomes in a complex and changing environment.

Knowledge

- > Knowledge of government policies and procedures and their application in relation to agency operations, and contemporary project management, change management and stakeholder management governance, tools and techniques applied to large IT projects.
- > Knowledge of industry best practice and bodies of knowledge with respect to data governance, metadata management and data quality management.
- > Knowledge of relational databases, database structures and design, systems design, data management, and data warehousing.
- > Knowledge of national health reporting obligations, clinical registries, and hospital accreditation processes.

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Educational/Vocational Qualifications:

- > Relevant Degree within the business domain.

Personal Abilities/Aptitudes/Skills

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- > Ability to undertake presentations to community and professional groups.

Experience

- > Experience working with SA Health clinical data for Non-Admitted Emergency Care, Admitted Patient Care or Outpatient Care.
- > Experience with quality improvement methodologies for clinical activities.
- > Experience in evaluating the results of healthcare research and integrating, where relevant, the results into healthcare practice.
- > Experience in clinical management and leadership roles.

Knowledge

- > Knowledge of health key performance indicators, health service agreements and benchmarking initiatives at Commonwealth and State based level and the data/information management required to meet these reporting obligations.
- > Awareness of the Charter of Health and Community Services rights.
- > Knowledge of the South Australian Public Health System

Educational/Vocational Qualifications

- An appropriate tertiary and/or post-graduate qualification in a health management discipline and or project management.
- Certification in organisational change management (PROSCI)
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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.

SA Health Challenges

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

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.

Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network
	> Southern Adelaide Local Health Network
	> Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network
	> Yorke and Northern Local Health Network
	> Flinders and Upper North Local Health Network
	> Riverland Mallee Coorong Local Health Network
	> Eyre and Far North Local Health Network
	> South East Local Health Network

Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)



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; it sets out the **South Australian Public Sector Values** as:

- > **Service** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We work to get the best results for current and future generations of South Australians.

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

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

Role Acceptance

I have read and understand the responsibilities associated with the Data Governance Officer, in the SALHN Research Hub and the organisational context and values of SA Health as described within this document.

Name

Signature

Date