

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Policy Analyst – Clinical Governance
Position Number:	513371
Classification:	General Stream Band 6
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Clinical Quality Regulation and Accreditation - Clinical Governance
Position Type:	Permanent, Full Time/Part Time
Location:	South, North, North West
Reports to:	Nursing Director – Clinical Quality
Effective Date:	February 2024
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Understanding of health systems and health system policy Degree or related experience in data analysis or health policy
Position Features:	May be required to travel interstate or intrastate from time to time.

Note: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

- Coordinates data and data analysis for section activities such as the *Quality Governance Framework for Tasmania's Public Health and Human Services Systems* (or equivalent), Service Agreement Key Performance Indicators or National Sentinel Event reporting.
- Research and analyse state, national clinical data, best practice improvement and quality and safety initiatives and provide advice on clinical quality and safety improvement opportunities for the Tasmanian health system.
- Develop productive relationships, networks and linkages within the Group and Unit, other Agency units, relevant state and national organisations and other key stakeholders in relation to clinical quality and safety.

Duties:

1. Undertake analysis of safety system issues in keeping with clinical governance workplan and provide advice as required through to relevant Department of Health stakeholders.
2. Promotes, coordinates and supports projects and initiatives through the implementation and evaluation of agreed strategies and tasks.
3. Coordinates National Sentinel Event Reporting activities within the Tasmanian Department of Health, including liaising with relevant stakeholders across the Tasmanian Health Service and in other Departments where required.
4. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
5. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- Work is of a highly technical or complex nature with a varied range of activities.
- The role will operate at a Statewide level and require liaison with relevant stakeholders across the Tasmanian Health Service and in other Departments where required.
- The position operates with considerable independence. Guidance and instruction may be received on the design or implementation of strategies, consistent with policy or regulatory requirements.
- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence

- b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
 3. Disciplinary action in previous employment check.

Selection Criteria:

1. Significant expertise and experience in policy and data analysis, review, research and evaluation.
2. Proven project and change management skills including planning, managing risk, coordinating resources, interpersonal relations, the ability to influence people and time management skills.
3. Demonstrated capacity to effectively contribute to a high performing team, including the ability to be adaptable and flexible, work under pressure, cope with competing priorities and ambiguity, and role model this behaviour to other team members.
4. Highly developed verbal and written communication skills including the ability to write complex documents with minimal supervision and within short timeframes.
5. Extensive knowledge and understanding of the current issues impacting on the health and human services industry with a particular knowledge of the issues affecting Tasmania, particularly the DHHS, in clinical governance and safety and quality in health care.
6. Ability to effectively represent the organisation with the authority to successfully negotiate and conclude outcomes that meet the specific requirements and objectives of the program or service delivery unit.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#).