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SA Health Job Pack

Job Title	ETL/Data Warehouse Programmer - OPD WL Reporting Project
Job Number	665318
Applications Closing Date	17 August 2018
Region / Division	Department for Health and Wellbeing
Health Service	Data and Reporting Services
Location	Adelaide CBD
Classification	ASO7
Job Status	Full Time / Term Contract (up to 28 June 2019)
Salary	$98,259-$106,507

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.

Contact Details

Full name	Tina Hardin
Phone number	822 67329
Email address	tina.hardin@sa.gov.au

Government of South Australia
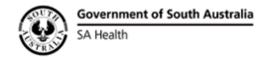SA Health

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:	OPD WL Project - ETL / Data Warehouse Programmer
Classification Code:	ASO7
LHN/ HN/ SAAS/ DHA:	Department for Health & Ageing
Hospital/ Service/ Cluster	
Division:	System Performance
Department/Section / Unit/ Ward:	Data and Reporting Services
Role reports to:	OPD WL Project – Project Manager
Role Created/ Reviewed Date:	17/04/2018
Criminal History Clearance Requirements:	☒ Aged (NPC) ☒ Child- Prescribed (DCSI) ☒ Vulnerable (NPC) ☐ General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

> The Outpatient (OPD) Waiting List (WL) Project – ETL / Data Warehouse Programmer is responsible for providing technical expertise in the design, development, testing, deployment of a new OPD WL data warehouse and reporting system which are designed to support evidence-based decision-making in business planning, policy development, service delivery and performance monitoring at the Government, Department and Local Health Network levels.

Direct Reports:

> Nil.

Key Relationships/ Interactions:

Internal

> Reports to the OPD WL Project – Project Manager.
> Proactively engages with other members of the OPD WL Project team.
> Liaises with officers across Data and Reporting Services (D&RS) and other departmental stakeholders to resolve technical issues, development and design solutions, data quality issues and technical system support issues.

External

> Liaises frequently with public sites (eg hospitals) technical representatives regarding technical solutions.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Developing a central repository and reporting mechanism for OPD WL that is fit for purpose including public reporting.
- > Autonomously identifying and resolving complex technical issues affecting the development of the OPD WL data and reporting system.
- > Establishing and maintaining effective communication to facilitate efficient resolution of issues
- > Working in a fast paced environment characterised by complexity, innovation and change.

Delegations:

☐   Level 6 human resource delegation

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & 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.

General Requirements:

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

- > Work Health and Safety (WHS).
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > 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.

Special Conditions:

- > Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue.
- > 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.
- > Some intrastate travel and out of hours works will be required.
- > A current driver's licence is essential.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Project work – Operations and management	> Follows the endorsed Project Management approach including the D&RS Project Governance framework. > Provides expert advice in determining and upholding programming framework standards. > Develops OPD WL systems and processes that can be sustainable for management, maintenance, administration and support. > Proactively collaborates with the OPD WL Project team and the D&RS team technical application developers, data administrators and operational staff who are responsible for other applications.
Project Work - Development	> Complies strictly with SDLC standards with respect to the development and maintenance of specific subject area databases and reporting capabilities. > Undertakes the technical design of all the OPD WL reporting system components complying with SA Health and D&RS standards and conventions. > Technical design, development, testing and deployment of the OPD WL as the staging system, quality assurance system and repository for data centrally managed as a "single version of the truth" as is required to meet the organisation's information reporting requirements. > Optimises the applications and implements best practices.
Incident and Business Continuity	> Application administration and maintenance for the OPD WL components, including ensuring documentation for support and administration standards are maintained. > Prepares handover plans and documentation and ensure that handover activities occur in a complete and timely manner. > Resolves and provides prompt and effective solutions addressing complex ETL, Data Warehousing and/or Business Intelligence issues across the OPD WL components according to the existing procedures and with minimal supervision. > Ensures that Service Level Agreements with respect to performance, reliability and business continuity are met.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

Personal Abilities/Aptitudes/Skills:
Demonstrated ability to:

> Ability to lead the development of large data warehousing and reporting system and associated applications.

> Communicate effectively both verbally and in writing in a clear, concise and logical manner with all levels of personnel who may have varying levels of information technology literacy with regard to technical, business and administrative matters.

> Self-motivated and able to manage and organise workloads and priorities, change priorities as required, and to meet deadlines.

> Identify and analyse abstract problems of a complex nature, formulate and document practical solutions with recommendations, and implement them within time and budgetary constraints.

> Work positively and accurately under pressure in pressure situations.

> Undertake negotiations with internal/external providers and end users.

Experience
Significant and relevant experience in the:

> Design/architect, creation, management, maintenance, optimisation, tuning, security and administration of a data warehousing and reporting system.

> Use of and/or Microsoft certification in one or many components of the Microsoft BI software (SQL Server, Reporting Services, Sharepoint Server, Analysis Services - Versions should include 2016, 2012 and 2008 R2 and 2010 for Sharepoint.) and in developing .NET applications .NET Visual Basic is an advantage with a minimal version being 2005.

> Use of ETL tools including or similar to Informatica PowerCentre.

Knowledge
Expert level of knowledge in:

> Industry best practices for ETL and data warehousing applications development and deployment, installation, administration and configurations methods and techniques. That includes the ability to develop applications using the whole MS BI stack MSSQL,SSRS,SSIS,SSAS, Sharepoint and usage of SDLC and change control processes.

DESIRABLE CHARACTERISTICS
Educational/Vocational Qualifications

> A tertiary or post graduate qualification in computing, IT, mathematics or science oriented discipline.

Experience

> A minimum of 3 years experience in developing applications using .NET on MS BI stack.

> Experience in documenting and presenting technical concepts to technical and non-technical personnel.

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).
> 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 Guidelines for Health Care Workers in South Australia 2014.*
> *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 & 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 Minister for Ageing, and the Minister for Mental Health and Substance Abuse.

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	17/04/2018		New – revised from Senior Data Warehouse Programmer