

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Digital Systems Manager
Position Number:	527920
Classification:	General Stream Band 7
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Community Mental Health and Wellbeing - Public Health Services Program Support
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Chief Executive - Public Health Services
Effective Date:	March 2023
Check Type:	Annulled
Check Frequency:	Pre-employment

NB. 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:

Work with and provide advice to the Chief Executive - Public Health Services (PHS) and partner with the Office of the Chief Information Officer to ensure PHS proactively develops and maintains short, medium, and long-term IT strategies and workplans that are consistent with whole of Department strategies and workplans.

PHS operates a contemporary, high-quality, and integrated service that is supported by robust information systems and high-quality data management.

Duties:

1. Manage a portfolio of Information Systems projects within PHS ensuring that business processes are appropriately analysed and incorporated into the development and implementation of ICT systems.
2. Drive the delivery and administration of cost-effective and sustainable essential software solutions to support the key activities of PHS, in alignment with departmental technology architecture.

3. Provide leadership, high level consultation and advice in the development of PHS business plans for the acquisition, implementation, maintenance and administration of Information Systems and Information Technology.
4. Provide high level application support for PHS information systems to clinical and administrative staff as required.
5. Act as liaison between PHS and internal and external stakeholders to communicate and roll out system fixes, updates, and other releases.
6. Ensure the information and technological systems needs of PHS are met, specifically:
 - Quality and safety are enhanced with the introduction of new information systems
 - Quality, integrity, and security of data are maintained through existing or proposed PHS platforms
 - Information and communications systems that improve efficiency and can be periodically evaluated to ensure they are fit for purpose.
7. Oversee the continuous improvement and review the ongoing use of systems and technologies that have been implemented and take responsibility for these assets.
8. Contribute to PHS eHealth and ICT strategic planning consideration into the broader Health System ICT Strategic Plan and ensure that activities being undertaken at a DOH wide level meet the needs of PHS, and effective platforms are in place for PHS adoption.
9. 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.
10. 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:

- The goal of this position is to ensure that PHS' needs are identified and represented to the broader Department of Health (DoH) and provides strategic advice to the PHS Executive Group. The position provides leadership and strategic advice on existing information systems and oversees the eHealth systems for PHS.
- This position is strategic and technical focussing on, clinical and public health issues related to health system processes and ICT capabilities.
- The Digital Systems Manager works largely autonomously, consistent with the state-wide Digital Health Strategy and with broad direction from the Manager Program Support and CE PHS. The occupant reports to the Manager- Program Support, and is responsible for:
 - Being the primary provider of PHS related high level strategic policy and planning advice to the CE Public Health Services, the Chief Information Officer, and PHS ICT project steering committees.
 - Establishing appropriate governance structures for eHealth initiatives undertaken by the PHS.
- 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
1. Identification check
2. Disciplinary action in previous employment check.

Selection Criteria:

1. Extensive experience in the use of clinical information systems and how they can be applied in an Information Technology context and in the use and management of ICT systems for public health surveillance, outbreak management, regulatory compliance and public health programs or proven ability to rapidly acquire this knowledge.
2. Demonstrated experience in providing systems administration, business analysis, and strategic advice in relation to information systems in a health setting or proven ability to rapidly acquire the ability to work in a health context.
3. Demonstrated understanding of and experience in portfolio and project management to supporting the implementation of information systems.
4. Proven strategic, conceptual, analytical, and creative skills, including the ability to resolve relevant business issues and the capacity to exercise discretion and judgment in an environment of rapid change, high complexity and uncertainty.
5. Demonstrated contemporary management and leadership skills with a particular focus on information system implementation and support, together with the ability to foster innovation and flexibility at senior management and organisational level.

6. Proven high-level communication, interpersonal, negotiation and conflict resolution skills, including an ability to work consultatively with stakeholders and identify and negotiate mutually acceptable solutions in situations of competing priorities.

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](#).