



## POSITION DESCRIPTION

### PD7098 – DATA AND REPORTING MANAGER

<b>POSITION TITLE</b>	Data and Reporting Manager
<b>NUMBER</b>	7098
<b>BUSINESS UNIT</b>	Population Health
<b>WORK AREA</b>	Data and Reporting
<b>RESPONSIBLE TO</b>	Director, Operations, Population Health
<b>LIMITATIONS OF AUTHORITY</b>	The incumbent is authorised to take any reasonable action necessary to achieve the requirements of this position description provided such action is within the directives or delegations given by the line manager and Director, and the policies and procedures of ACPCC Foundation.
<b>DATE OF APPROVAL</b>	February 2022

ACCEPTANCE	
<b>Director/Manager/Supervisor Name</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Employee Name</b>	
<b>Signature</b>	
<b>Date</b>	

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## **POSITION OBJECTIVES:**

The Data and Reporting Manager is responsible for:

- leading the ACPCC Data and Reporting team to ensure all reporting and data services are delivered and performed effectively and efficiently in accordance with targets and timeframes, relevant legislation, and program requirements and protocols
- maintaining the quality and integrity of the data and reports produced, including, accurate and timely data management, data quality reviews and analysis, and ensuring stakeholder reporting requirements and information needs are met.

## **KEY RESPONSIBILITIES & MAJOR ACTIVITIES:**

### **Management and Leadership**

- Lead the day-to-day operations of the Data and Reporting Team and oversee the accurate, informative and timely provision of data and reports ensuring all protocols, procedures and relevant work practices, performance expectations, quality standards contractual obligations, legislative/regulatory requirements are adhered to.
- Work collaboratively with the Population Health Directors, other senior staff and direct reports to clarify direction and priorities; build collaboration and teamwork and ensure services are well co-ordinated, and run smoothly and efficiently.
- Lead and manage, the selection, training and development; the morale and workplace health and safety; productivity, quality and performance, for the Data and Reporting Team staff in keeping with relevant legislative requirements, ACPCC's business priorities and processes and best practice. Monitor workloads and undertake workforce and resource planning in conjunction with the Director, Operations.
- Promote and build positive working relationships with colleagues, management, Program partners and key stakeholders, including the provision of expert advice and guidance, regarding Data and Reporting services and issues and representing the Population Health team and the ACPCC as required on relevant groups, committees, at meetings and events.
- Work collaboratively with the Population Health Directors, the Digital Health Team and the Department of Health to ensure that all Data and Reporting systems and supporting infrastructure are effective, secure, support operational efficiency and can accommodate changes as required
- Provide assistance to the Directors, Operations Manager, Follow-up Manager and other Population Health staff as required to support the delivery and development of Population Health services, including Compass and PFUF operations.
- Report as required on the quality-of-service provision including writing reports, conducting and participating in quality assurance and related activities.
- Develop new and update operational policies and procedures and related documents.
- Act as a primary contact regarding data and reporting activities and issues.

## **Project Support**

- Assist with and lead as required key data and reporting projects and activities associated with the Victorian Cancer Screening Framework's Data and Surveillance Strategy in accordance with defined requirements, timeframes, protocols and outcomes.
- Support, assist and lead work to establish systems and processes to facilitate the transition of Compass participants to the National Cancer Screening Register (NCSR), including working collaboratively with the NCSR, the Commonwealth Department of Health, the Follow-Up Manager and the Digital Health team.

## **Data and Reporting**

- Extract and provide data, reports and information as required for the purposes of monitoring and evaluation, compliance reporting, operations and management, statistical reports and to support research activities.
- Utilise Business Intelligence reporting tools, standard reports and other software packages to produce data and reports, including the translation and interpretation of data into dashboards, briefings, and discussion papers.
- Manage the timely and accurate provision of routine data and statistical reports as required to key stakeholders.
- Work closely with and assist other Population Health staff with the coordination of data management and related activities to support the provision of Population Health services and to ensure the data and information needs of the organisation and external stakeholders are met.

## **Communications**

- Collaborate with colleagues, management and stakeholders regarding data and reporting tasks in accordance with relevant protocols, policies and work practices.
- Collaborate with and provide expert advice and guidance, to colleagues, management and stakeholders regarding data and related services, including projects.
- Communicate effectively in an authentic, clear and respectful manner in all interactions; listen to different perspectives; consider how communications will be received by different audiences and adjusts to meet audience needs.

## **Continuous Improvement**

- Contribute to and participate in the ongoing maintenance, development and implementation of systems, policies and processes to support the provision of high-quality Population Health services, including, participating in relevant meetings, identifying and resolving issues, writing specifications, performing acceptance testing, preparing resources and conducting training.
- Participate in and undertake quality improvement activities, including reviews, audits and monitoring, and the reporting of quality measures.
- Provide feedback and contribute to the planning, development and implementation of policies and procedures including review and identification of process improvement opportunities.
- Identify and appropriately communicate emerging issues and areas of risk relevant to Population Health functions and services, the organisation and key stakeholders.

## **Other**

- Adhere to all ACPCC policies and procedures that govern confidentiality and privacy.
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and ACPCC's Occupational Health and Safety (OHS) policies and procedures.
- Contribute to and participate in Population Health service and strategic planning activities.
- Participate in other operational and strategic projects as required relating to data and reporting and Population Health.
- Continue to develop professional knowledge and skills and participate in relevant education and training activities.
- Work with the Population Health Medical and Operations Directors and other senior staff to identify, pursue and secure new Population Health business opportunities.
- Other duties as directed.

## **PERFORMANCE MEASURES:**

Performance measures are developed for each position in line with the ACPCC Business Plan to ensure congruity with organisational and strategic goals. Assessment against performance measures is an important part of Annual Performance Appraisals. The performance measures (KPIs) for this position will be agreed and updated on an annual basis, as required.

## **RESPONSIBILITY FOR QUALITY OUTCOMES:**

The position will comply with the ACPCC Quality System within the relevant Business Unit. This includes:

- Acknowledgement of and compliance with policies, procedures and processes relating to Population Health and the broader business.
- Reporting of non-conformances and complaints, and where required, take appropriate action according to document quality system procedures.

## **RELEVANT QUALIFICATIONS, EXPERIENCE & ATTRIBUTES:**

- Relevant tertiary qualifications in Health Information Management, Health Informatics, or in a discipline with a strong health focus e.g. public health / epidemiology / statistics.
- Demonstrated knowledge and experience working with data and reports including data extraction, analysis and production of statistical reports.
- Demonstrated skills in the use of report writing tools, spreadsheets and statistical software.
- Ability to engage and work collaboratively with range of stakeholders to build effective teams and partnerships

- Highly developed analytical and problem solving skills.
- High level of self-motivation and effective time management skills.
- High level understanding of quality principles and frameworks
- High level understanding of privacy and confidentiality of information.
- A high level of accuracy and attention to detail.
- Excellent written and verbal communication skills.

**OTHER:**

- Project experience
- Experience in the delivery of healthcare services with a strong customer focus
- Experience working with a large, computerised database, preferably in a health care setting.
- Familiarity with medical terminology and disease classification systems.
- Experience and/or interest in public health
- Skills in task and time management.
- Willingness to attend further training and staff development as requested by ACPCC.
- Punctuality and reliability.
- Compliance with ACPCC Values and Code of Conduct. This includes maintenance of a spirit of trust and confidence with other staff and fostering of this behaviour in others.
- Maintenance of Confidentiality as prescribed for health care providers in accordance with relevant legislation and ACPCC Policy.
- A successful national police check.