
	<b>POSITION DESCRIPTION</b>	PD287	Senior Manager – Systems & Data Solutions	
		Version	1.0	

<b>POSITION TITLE:</b>	Senior Manager - Systems and Data Solutions
<b>CLASSIFICATION:</b>	SSL9
<b>INDUSTRIAL AGREEMENT OR AWARD:</b>	Health Professionals and Support Services
<b>REPORTS TO:</b>	Director, Digital Health and Marketing
<b>DATE REVIEWED:</b>	2/06/20

#### POSITION OBJECTIVE:

The Systems and Data Solutions Senior Manager role sits within the Digital Health and Marketing Team and leads the development and implementation of business-critical digital solutions underpinned by strong data governance principles.

This role is an “agent of change” who identifies and executes new opportunities for delivering better health outcomes by capitalising on technology and information/data management.

This role will be responsible for establishing future-state data governance policy and procedure, developing an internal systems quality improvement roadmap, and driving innovation through digital health solutions for the North Coast community.



Well-developed knowledge of information system architecture is highly relevant given the advisory role this will play in building organisational IT capability.

Working alongside a team of data, digital health and communications specialists, this role will bring divergent thinking to Healthy North Coast’s commitment to evidence-based solutions – exploration and collaboration are the building blocks in our DNA.

#### KEY RESPONSIBILITIES:

- Map complex and detailed business requirements and workflows to ensure current and future systems are fit for purpose.
- Based on these findings, advise on ‘best fit’ IT architecture for the organisation
- Take a lean and agile approach to business systems improvement.
- Develop and maintain data governance policy, framework and data sharing agreements.
- Lead a collaborative and consultative process to develop a data management strategy that considers a potential data warehousing solution, data mining and visualisation tools.
- Lead a collaborative and consultative process to develop a place-based digital health strategy tailored to the identified needs of North Coast communities.
- Act as a culture carrier and lead efforts to build organisational capacity and literacy around data and tech solutions.
- Able to meet the expectations of the job and organisation, whether working from a traditional office environment, a home office or on the road.
- Participate in regular team meetings to optimise workload distribution based on capacity, and support other members of the team as needed.
- Is self-directing and able to start and contribute to new assignments with little instruction or input.

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Travel within the NCPHN footprint will be a requirement of this role.





#### VALUES:

Compassion and Care	• Demonstrates a focus on the well-being of the consumer
Fairness and Integrity	• Nurtures the personal and professional development of staff
	• Holds self and others accountable for making principled decisions; addresses unethical behaviours head-on
Learning and Innovation	• Takes responsibilities seriously and consistently meets or exceeds the funding body's expectations for quality, service, timeliness, budget management and professionalism
	• Proactively identifies and addresses the learning needs of staff and self
Openness and Transparency	• Seeks opportunities to identify program improvements and new ways of doing things
	• Provides honest, open and timely feedback to staff regarding their performance
Enthusiasm and Optimism	• Identifies all key internal and external stakeholders and maintains appropriate levels of communication with each
	• Models a positive approach to embracing opportunities and challenges
	• Creates a team atmosphere of confidence and positivity



#### SELECTION CRITERIA

Applicants must address ALL the Selection Criteria (both mandatory and desirable) in this section

#### MANDATORY

CAPABILITY		Personal Attributes	1. <b>Manages self</b> – Manages challenging, ambiguous and complex issues calmly and logically
		Results	2. <b>Delivers results</b> – creates a culture of achievement and acknowledges input of others; progresses organisational priorities by using resources effectively; identifies and adapts to changing priorities
		People Management	3. <b>Thinks and solves problems</b> – critically analyses complex information, considers a range of organisational factors when developing and proposing solutions; explores possibilities to improve systems and processes
		Relationships	4. <b>Manages and develops people</b> – engages and motivates staff; develops capabilities; clarifies roles; sets clear performance expectations; coaches and mentors staff.
			5. <b>Optimises business outcomes</b> – encourages team members to strive for ongoing improvements; strategically aligns systems and processes towards organisational outcomes
			6. <b>Influences and negotiates</b> – Engages in a range of approaches to generate solutions, seeking expert inputs and advice to inform negotiating strategy
			7. <b>Works collaboratively</b> – builds a culture of respect and understanding, Identifies and overcomes barriers to collaboration with internal and external stakeholders

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#### Business Enablers

8. **Project management skills** – scopes, plans, monitors and reports on all aspects of the project; coordinates resources, sets & achieves project targets.
9. **Partnerships and collaboration** – builds alliances and networks, has a collaborative approach to develop and deliver initiatives and reforms

#### Other mandatory criteria

**Knowledge of and commitment to Work Health and Safety, Equal Employment Opportunity, and continuous improvement principles**

### DESIRABLE

#### Desirable criteria

- Demonstrated experience working in a similar role, taking leadership in relation to organisational IT infrastructure.
- Experience with or knowledge of not for profit organisations/ primary health care
- Knowledge of NCPHN specific programs

### APPOINTMENT SUBJECT TO:

1. Completion of 100 point identification check
2. Criminal record clearance
3. Employee confirmation that they do not have a pre-existing injury or illness that would affect their ability to undertake the inherent requirements of this position

### PERFORMANCE INDICATORS:

To be established with the Manager within the 3 month probationary period.

### ACKNOWLEDGEMENT:

*The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.*

*As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.*

Name:	
Signature:	
Date:	

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