

Position title	Data Systems Project Manager	Reference	hsD:hYEPP:Data
Award & Classification	Award: SCHADS Level: 8	Reporting to	Program Manager hYEPP
Location	Darwin	Cost Centre	3410
Section	Mental Health	Program	hYEPP
Approved	Executive Manager Mental Health	Date	14 March 2018

Agency Statement

Anglicare NT is a respected provider of quality human services across urban, regional and remote areas of the Northern Territory. Our values of Integrity, Fairness, Respect, Community and Hope are demonstrated through our commitment to strength-based practice, cultural respect, child safety, social justice, community development and partnerships. We aim to make a sustainable difference in the lives of Territorians. Anglicare NT is an agency of the Anglican Church of the NT, formed to respond to the social needs of our diverse communities. We are a member of the Anglicare Australia network.

Purpose of the Position

You will provide support in relation to the implementation of data processes, systems, compliance and reporting to the NT Primary Health Networks for the headspace Youth Early Psychosis Program (hYEPP). The Data Systems Project Manager will provide leadership relating to the collection of data via the headspace HAPI system (Minimum Data Set, MDS), including the management, compliance, and processes to ensure timely, accurate and detailed data is collected. This position will also involve linking data to key reporting elements and outcomes of the program with fidelity, external program evaluations and to the NT PHN.

You will uphold the values of Anglicare NT and provide quality services within the scope of the position and associated delegations.

Selection Criteria

Position specific requirements

1. Tertiary qualifications in health informatics, health science or a related discipline.
2. Experience using, training and implementing health services data collection systems, reporting and analysis and their application in practice.
3. Demonstrated ability to undertake quantitative data analysis, including data auditing and reconciliation processes. Expert working knowledge of the use of excel highly desirable.
4. Capacity to engage stakeholders around system processes, data collection and management.
5. An understanding of data collection methods and their relevance to determining program outcomes.
6. Well-developed interpersonal and communication skills.
7. Experience in working collaboratively in a multi-disciplinary health context and with a wide range of stakeholders.
8. Ability to work independently and effectively within a diverse team, with proven problem-solving capabilities.

General Requirements

1. Demonstrated commitment to working respectfully with Indigenous and culturally and linguistically diverse clients, communities and staff.
2. Demonstrated capacity and willingness to adhere to legislation, Anglicare NT policies and procedures and a commitment to EEO, WHS, risk management and quality improvement practices.
3. Northern Territory Working with Children Clearance (Ochre Card).
4. National Police Criminal History Report (less than three months old) with acceptable outcome.
5. Northern Territory Driver's Licence.
6. First Aid Certificate (or willingness to obtain if required).

Key Accountabilities and Responsibilities

1. Data Systems Management

- Provide support, consultation and advice to the hYEPP team in relation to data collection, analysis and reporting, processes and system issues.
- Train and support all hYEPP staff with the comprehensive and accurate completion of the MDS at relevant time points in a young person's service pathway.
- Serve as the first point of contact for stakeholder questions regarding the hYEPP MDS or HAPI system or processes.
- Work with the Operations Manager headspace Darwin, Program Manager hYEPP and clinical staff to address any non-compliance issues with HAPI and to ensure all data entered is accurate and monitor accuracy through reconciliation processes with Mastercare.
- Support the hYEPP team with accessing service, client and performance data through Tableau dashboards and using these data for service and quality improvement activities and build capacity within the hYEPP service to facilitate ongoing compliance to the HAPI data collection, including the reporting periods of 2017/18 and 2018 /9.
- Ensure the hYEPP 2016/17 data is entered into HAPI which may involve collecting information from established medical records, clinical case notes and any other relevant activity data.
- Provide reports, including analysis and linking to the NT PHN requirements to provide greater visibility and understanding on activity.
- Support quality improvement activities, including the fidelity measure to the EPPIC model and associated outputs.
- Liaise, consult with other data and systems project managers working within other hYEPP sites within other states to ensure consistency and a national approach.
- Work closely with hNO and their role in supporting the HAPI data collection system and reporting requirements.

2. Team Involvement

- Being an active member that is engaged, youth-friendly, responsive, empathic and optimistic.
- Work closely with all teams, specifically administration, to ensure high standards of communication and support.
- Assist in optimising the continuity of care for clients through effective integration with other teams operating within headspace Darwin.
- Develop and maintain a working environment conducive to a high standard of contemporary evidence based clinical practice.

Other Duties and Requirements

- Comply with Federal, NT and Local Government legislation, regulations, permits and / or by laws.
- Adhere to Anglicare NT delegations, policies and procedures and general conditions of employment.
- Model Code of Conduct by working cooperatively and effectively with clients, colleagues, management and external stakeholders.
- Comply with funding contracts, operational guidelines, budgets, approved work plans, data collection, reporting requirements and task directives.
- Comply with Anglicare NT's WHS requirements – remain vigilant about the potential for client / customer related behavioural risks and contribute to a safe working environment.
- Support organisational activities linked to Anglicare NT's Reconciliation Action Plan (RAP) including undertaking Aboriginal and Torres Strait Islander cultural competency training.
- Maintain confidential client, personnel and organisational information in line with legislative and organisational requirements.
- Work collaboratively with team members to address service improvement requirements resulting from client complaints, stakeholder feedback and / or internal or external evaluation processes.
- Keep up to date (read) with emails, staff meeting records, AngliShare (intranet) updates and maintain your knowledge of policy and procedures.
- Contribute to organisational planning and review days, promotional activities, key events and quality improvement and accreditation processes as required.
- Participate constructively in supervision, performance reviews, professional development and training as required.
- Maintain attendance, leave and higher duty records in accordance with Anglicare NT's procedures and lodge within specified timeframes for each pay period.
- Other suitable duties as directed from time to time within skill set, knowledge and scope of practice.

Delegation of Authority

Expenditure, Operational / Administrative, Personnel, Management and Legal – as per current Delegation of Authority Schedule (endorsed by the Board and periodically updated).