



Restructure Consultation Paper Strategy Innovation and Improvement

November 2020

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Version Control

Version	Date	Notes
1.0	09/11/2020	Original version released for consultation

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1. Overview of the Strategy, Innovation and Improvement Directorate

1.1 Responsibilities of the Strategy, Innovation and Improvement Directorate

The Strategy, Innovation and Improvement Directorate (SI&I) was formed in October 2019 as a result of the SESLHD Executive restructure. The formation of the Directorate brought together strategy and planning; change functions including improvement, innovation and redesign; the Business Intelligence Efficiency Unit (BIEU); and resources dedicated to analytics, strategic projects and sustainability.

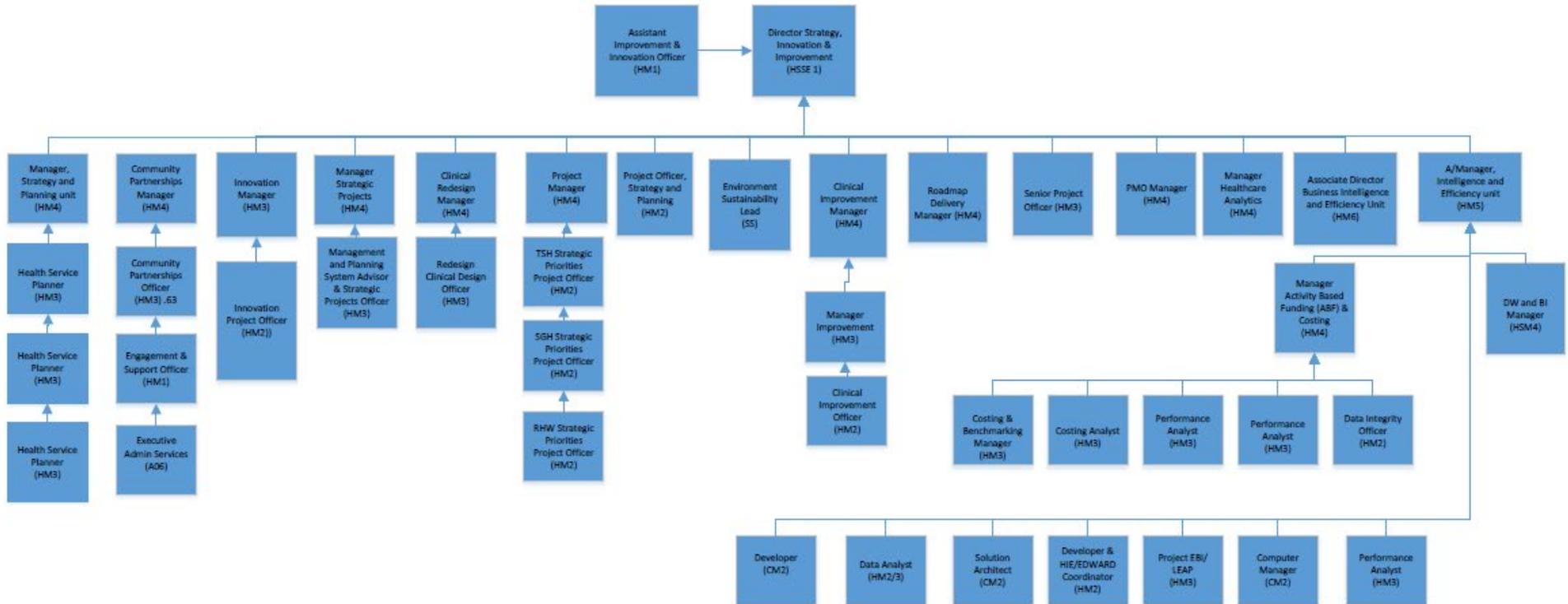
The above functions and teams were aligned under this portfolio to ensure strategic allocation of resources to key organisational priorities and initiatives. The directorate is responsible for leading, managing and directing major project initiatives and high priority strategies requiring a whole of District perspective to successfully deliver required outcomes.

The directorate encompasses strategy and planning functions. Analytics and project management resources to ensure strategic allocation of resources to key organisational priorities and initiatives. It drives and enables the delivery of key strategic and operational initiatives by developing innovative solutions to improve the quality and efficiency of service delivery. The directorate oversees the development of organisation strategies and plans, while also monitoring the implementation of such plans.

1.2 Current Organisational Structure

The organisation structure for Strategy, Innovation and Improvement is shown on the following page.

Current Organisation Chart



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1.3 Case for change

At the time of the directorate's formation, the structure was dictated by existing organisational hierarchies. The existing structure does not have sufficient capacity and skill to deliver on the change agenda committed under the SESLHD Executive Restructure, the Journey to Excellence Strategy and the 20-21 Business Plan. The 'top-heavy' structure, with highly graded roles, has limited opportunity for career development throughout the directorate and has an imbalance between management and delivery resources.

BIEU

The BIEU team has seen significant reduction in resources and a notable turnover of experienced staff in recent years. The team is comparatively under-resourced for the complexity of the work it is expected to deliver simply to maintain the existing systems and processes. It is significantly challenged in delivering on SESLHD's strategic direction to ensure clinicians, managers and executives in SESLHD can access business information and analytics through a self-service platform that provides a respected and trusted single source of truth.

The team is responsible for delivering on the following business as usual activities and priority projects:

- NSW Health's migration of HIE to EDWARD requires SESLHD to transition from the current integration to a new system. This is an extensive body of work from a change management and technical perspective.
- The build of an Enterprise Data Warehouse (EDW) in response to the EDWARD integration requirements will deliver an evolution from the current fragmented environment to provide a single source of truth for data in SESLHD. The build and maintenance of an EDW of this complexity changes the skillset required in BIEU.
- Designing an analytics strategy that will provide systems to support all clinicians, managers and analysts in understanding their performance, identifying opportunities for improvement, and implementing change.
- Developing, implementing and maintaining a Business Intelligence platform that will provide SESLHD staff with easily accessible critical data to enable evidence based decision making.
- Data and information management, including data streams collection management and the implementation of NSW Health data sets/systems
- Activity based management performance monitoring, analysis, reporting and Ministry of Health liaison
- Board and District reporting
- Adhoc analysis requests

Delivering a change program

The strategic business planning for FY20-21 committed to an ambitious change agenda. SI&I is leading the project management of 38 district business plan

initiatives in FY20-21, and supporting the delivery of key initiatives on the local site business plans. This volume of change is anticipated to continue for the foreseeable future as demographics, consumer expectations, health system constraints, the COVID-19 response and models of care continue to evolve.

Priority projects to be delivered by SI&I in FY20-21 include:

- Continuum of Care Framework
 - Design and implement the Virtual Care strategy, including Telehealth
 - Design and implement pilot models of care for diabetes and cardiac
 - Service integration model developed for remote monitoring of chronic disease
 - Develop integrated view of Community Services across SESLHD
 - Mapping of ambulatory and outpatient service delivery across the District
 - Service Directory Operationalisation
- Review of consumer engagement structures
- hTrak implemented and utilisation standardised across the district
- Partnering with UNSW and Randwick Precinct Partners to develop the Health Innovation Ecosystem
- Additional site and service specific initiatives

The SI&I team are also responsible for building capacity and capability in change management across SESLHD. This includes supporting local teams through the ACI Clinical Redesign School, renewing the SESLHD Healthcare Awards, highlighting the achievement of staff through the Brightspots program and providing training courses (JumpStart, AIM, and tailored Project Management courses).

Planning and partnerships

The Randwick Health and Innovation Precinct represents a unique opportunity to leverage the combined strengths of SESLHD (through POWH and RHW in particular), the University of NSW, the Sydney Children's Hospitals Networks, and Medical Research Institutes, to benefit the district and the broader health system. Realising these benefits through the implementation of the Precinct Strategy faces significant challenge. Managing through the changed financial environment for the University, the opening next year of the POWH Acute Services Building and the concurrent design and build processes for the University's Health Translation Hub and the SCH Stage One building will require strong leadership and the ability to partner through adversity.

Enhancement of the planning unit is also required to provide the credibility, skill and leadership needed to address strategic business planning, the development of a new district strategy and the creation of clinical and service plans that articulate the direction of the district. Challenging long-held beliefs and practice, bringing thought leadership to conversations with clinicians and other stakeholders, and building support for ambitious and achievable recommendations are the key deliverables for this group.

2. Proposed Strategy, Innovation and Improvement Structure

2.1 Proposed Organisation Structure

The proposed structure has been informed by thorough analysis of the resources required to deliver on the Journey to Excellence Strategy and the SESLHD 20-21 Business Plan while maintaining the business as usual activities in BIEU and the Strategy and Planning Unit in particular.

Key considerations in determining the structure:

- A senior leadership team (proposed grading HSM5) will lead the pillars.
- Roles that were previously specifically aligned to particular methodologies for change management have been broadened.
- Strategic Project Managers will be responsible for leading complex projects and a team of junior project managers.
- Additional resources have been invested in BIEU to deliver on the commitment to build internal capability for development and maintenance of the data warehouse and business intelligence platform.
- Career development within and across each pillar has been considered.

The Directorate has been aligned to three key pillars:

- Business Intelligence and Analytics
- Change and Innovation
- Planning and Partnerships

Business Intelligence and Analytics

The Business Intelligence and Analytics Pillar aligns with the vision of the NSW Health Analytics Framework in delivering data and insights that support evidence-based decision making, planning and performance. The team is responsible for data integrity, performance reporting, business rules, operational management and efficiency initiatives. It is focused on the standardisation of data collection, maintenance, access and reporting for improved development of business intelligence reporting tools and transparency of data processes and delivery. The investment in the Business Intelligence and Analytics unit will build our internal capability and remove the reliance on external consultants and vendor managed systems, which has come at a significant cost.

Change and Innovation

The Change and Innovation Pillar is responsible for leading, managing and directing major project initiatives and high priority strategies requiring a whole of District perspective to successfully deliver required outcomes. It promotes and enables innovation and improvement throughout the organisation, building broad capability for change. The team includes the 'embedded' Strategic Priorities Project Officers

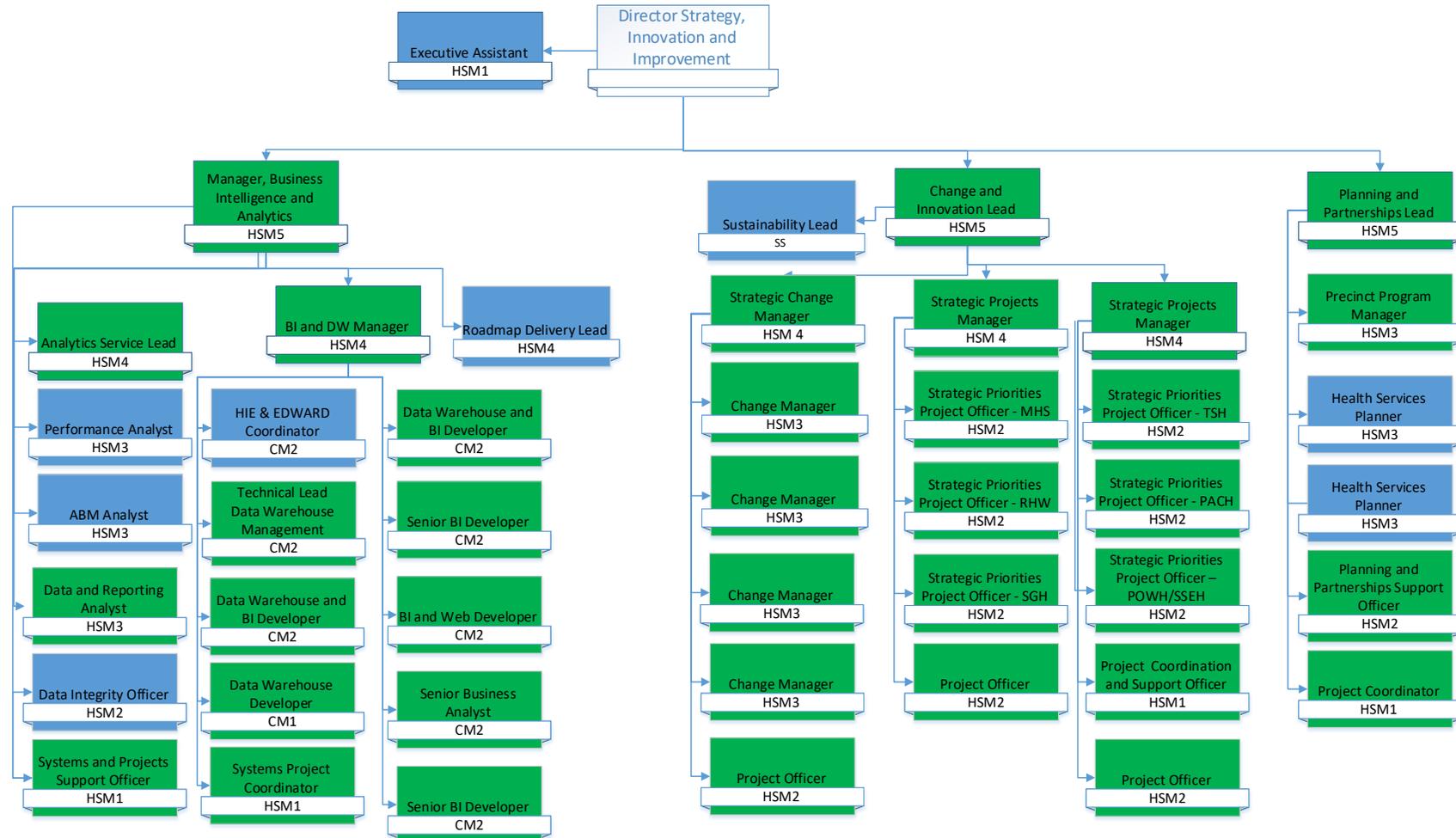
who work directly with the sites and services to deliver on the initiatives committed in their Business Plans.

Planning and Partnerships

The Planning and Partnerships Pillar is responsible for the partnerships, organisational strategies and planning that enable SESLHD to deliver safe, reliable and compassionate care to our community. Deep technical and planning expertise supports the the planning, design and development of services and models of care to achieve a high performing health system. A strong partnership model supports engagement with key external partners including the University of New South Wales and Central and Eastern Sydney Primary Health Network, and provides opportunities for consumers to meaningfully influence and shape the delivery of SESLHD's strategic priorities. The unit is responsible for developing external partnerships to inform and implement the organisation's strategic priorities. Supporting SESLHD's commitment to the Randwick Health and Innovation Precinct Partnership will be a key focus for the role, as is the design and implementation of a consumer framework for SESLHD.

2.2 Proposed Organisation Chart

* Indicative grading, subject to confirmation through the relevant grading process



Notes:

All positions are 1 FTE, with the exception of the Sustainability Lead at 0.2 FTE

New positions are coloured green and existing positions with no change are coloured blue

Two positions – Costing Coordinator and Costing and Benchmarking Manager – have been transferred to the Finance Directorate

3. Proposed changes to Position Descriptions

Summary of changes

3.1 Positions for deletion

No.	Position Title	Summary of Proposed Change	Filled or Vacant	Incumbent affected
1	Assistant Improvement and Innovation Officer HSM1	Deletion of position. Transfer of responsibilities to new role, Executive Assistant	Filled	Yes
2	Clinical Improvement Manager HSM4	Deletion of position. Transfer of responsibilities to new roles, Change and Innovation Lead and District Strategic Projects Manager	Filled	Yes
3	Clinical Improvement Officer HSM2	Deletion of position. Transfer of responsibilities to new role, Project Officer	Filled	Yes
4	Manager Improvement HSM3	Deletion of position. Transfer of responsibilities to new role, Change Manager	Filled	Yes
5	Manager, Strategy and Planning Unit HSM4	Deletion of position. Transfer of responsibilities to new role, Planning and Partnerships Lead	Filled	Yes
6	Health Service Planner HSM3	Deletion of position. Transfer of responsibilities to new role, Planning and Partnerships Support Officer	Filled	Yes
7	Manager Innovation HSM3	Deletion of position. Transfer of responsibilities to new roles, Change Manager and Change and Innovation Lead	Filled	Yes
8	Manager Strategic Projects HSM4	Deletion of position. Transfer of responsibilities to new role, Strategic Projects Manager	Vacant	No
9	MAPS Adviser and Strategic Projects Officer HSM3	Deletion of position. Transfer of responsibilities to new role Change Manager	Filled	Yes
10	Clinical Redesign Manager HSM4	Deletion of position. Transfer of responsibilities to new roles, Change and Innovation Lead and District Strategic Projects Manager.	Filled	Yes
11	Redesign Clinical Design Officer HSM3	Deletion of position. Transfer of responsibilities to new role, Change Manager	Filled	Yes
12	Project Manager HSM4	Deletion of position. Transfer of responsibilities to new role, Strategic Projects Manager.	Filled	Yes

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No.	Position Title	Summary of Proposed Change	Filled or Vacant	Incumbent affected
13	PMO Manager HSM4	Deletion of position.	Filled	Yes
14	Community Partnerships Manager HSM4	Deletion of position. Transfer of responsibilities to new role Planning and Partnerships Lead.	Vacant	No
15	Engagement and Support Officer HSM1	Deletion of position. Transfer of responsibilities to new role Planning and Partnerships Support Officer.	Filled	Yes
16	Community Partnerships Officer HSM3	Deletion of position. Transfer of responsibilities to new role Planning and Partnerships Support Officer.	Filled	Yes
17	Associate Director BIEU HSM6	Deletion of position. Transfer responsibilities to new roles, Manager, BIEU and Business Intelligence and Data Solutions Manager	Filled	Yes
18	Innovation Project Officer HSM2	Deletion of position	Filled	Yes
19	Data Analyst HSM2	Deletion of position. Transfer of responsibilities to new position Data and Reporting Analyst	Filled	Yes
20	Executive Admin Services AO6	Deletion of position	Filled	Yes
21	Senior Project Officer HSM3	Deletion of position. Transfer of responsibilities to Precinct Program Manager	Filled	Yes
22	BIEU Manager, HSM5	Deletion of position. Transfer of responsibilities to Manager, Business Intelligence and Analytics	Vacant	N/A
23	Computer Manager, CM2	Deletion of position. Transfer of responsibilities to new position BI Developer	Vacant	N/A
24	Project Officer, Strategy and Planning, HSM2	Deletion of position. Transfer of responsibilities to new position Strategic Priorities Project Officer	Filled	Yes
25	Manager, Healthcare Analytics, HSM4	Deletion of position. Transfer of responsibilities to new position Analytics Service Lead	Vacant	N/A
26	Performance Analyst	Deletion of position. Transfer of responsibilities to new position BI Developer	Filled	Yes
27	Solution Architect	Deletion of position. Transfer of responsibilities to new position Technical Lead Data Warehouse Manager	Filled	Yes

3.2 Positions with changes to reporting lines

No.	Position Title	Summary of Proposed Change	Filled or Vacant	Incumbent affected
1	Health Service Planner HSM3	Transfer of reporting line to new role, Planning and Partnerships Lead.	Filled	Yes
2	Health Service Planner HSM3	Transfer of reporting line to new role, Planning and Partnerships Lead.	Filled	Yes
3	Costing and Benchmarking Manager HSM3	Change of reporting line to Deputy Director of Finance (position moved to District Finance Directorate)	Filled	Yes
4	Costing Coordinator HSM3	Change of reporting line to Deputy Director of Finance (position moved to District Finance Directorate)	Filled	Yes
5	Performance Analyst HSM3	Change of reporting line to Manager, Business Intelligence and Analytics	Filled	Yes
6	Data Integrity Officer HSM2	Change of reporting line to Manager, Business Intelligence and Analytics	Filled	Yes
7	BI and DW Manager	Change of reporting line to new role, Manager, Business Intelligence and Efficiency Unit.	Vacant	N/A
8	HIE and EDWARD Coordinator	Change of reporting line to BI and DW Manager	Filled	Yes
9	ABM Analyst	Change of reporting line to BI and DW Manager	Filled	Yes
10	Sustainability Lead	Change of reporting line to Change and Innovation Lead, reduction to 0.2 FTE	Filled	Yes
11	Roadmap Delivery Manager	Change of reporting line to Manager, Business Intelligence and Analytics	Filled	Yes

3.3 New positions

No.	Position Title	Summary of Proposed Change
1	Analytics Service Lead Proposed as Health Manager Level 4	New position created, taking on position responsibilities from Manager, Healthcare Analytics
2	Senior BI Developer Proposed as Computer Manager Level 2	New position created, taking on position responsibilities from Computer Manager
3	BI and Web Developer Proposed as Computer Manager Level 2	New temporary (2 year) position created, providing capability to meet increased workload
4	Change and Innovation Lead Proposed as Health Manager Level 5	New position created, taking on position responsibilities from Clinical Improvement Manager, Manager Innovation and Clinical Redesign Manager
5	Change Manager Proposed as Health Manager Level 3	New position created, taking on position responsibilities from Manager Innovation, Redesign Clinical Design Officer and Manager Improvement
6	Change Manager Proposed as Health Manager Level 3	New position created, taking on position responsibilities from Manager Innovation, Redesign Clinical Design Officer and Manager Improvement
7	Change Manager Proposed as Health Manager Level 3	New position created, taking on position responsibilities from Manager Innovation, Redesign Clinical Design Officer and Manager Improvement
8	Change Manager Proposed as Health Manager Level 3	New position created, taking on position responsibilities from Manager Innovation, Redesign Clinical Design Officer and Manager Improvement
9	Data and Reporting Analyst Proposed as Health Manager Level 3	New position created, taking on position responsibilities from Data Analyst
10	Senior BI Developer Proposed as Computer Manager Level 2	New position created, taking on position responsibilities from Performance Analyst
11	Data Warehouse and BI Developer Proposed as Computer Manager Level 2	New position created, providing capability to meet increased workload
12	Data Warehouse and BI Developer Proposed as Computer Manager Level 2	New temporary (2 year) position created, providing capability to meet increased workload

No.	Position Title	Summary of Proposed Change
13	Strategic Change Manager Proposed as Health Manager Level 4	New position created, taking on position responsibilities from Clinical Improvement Manager, Manager Innovation and Clinical Redesign Manager
14	Executive Assistant Proposed as Health Manager Level 1	New position created, taking on position responsibilities from Assistant Improvement and Innovation Officer
15	Manager, Business Intelligence and Analytics Proposed as Health Manager Level 5	New position created, taking on position responsibilities from Associate Director, Business Intelligence and Efficiency Unit
16	Planning and Partnerships Lead Proposed as Health Manager Level 5	New position created, taking on position responsibilities from Manager, Strategy and Planning Unit and Community Partnerships Manager
17	Planning and Partnerships Support Officer Proposed as Health Manager Level 2	New position created, providing capability and career development opportunities
18	Planning and Partnerships Support Officer Proposed as Health Manager Level 3	New position created, providing capability and career development opportunities
19	Project Coordination and Support Officer Proposed as Health Manager Level 1	New position created to support Change and Innovation portfolio responsibilities
20	Project Coordinator Proposed as Health Manager Level 1	New position created, taking on position responsibilities from Engagement and Support Officer
21	Project Officer Proposed as Health Manager Level 2	New position created, taking on position responsibilities from Clinical Improvement Officer
22	Project Officer Proposed as Health Manager Level 2	New position created to support Change and Innovation portfolio responsibilities
23	Project Officer Proposed as Health Manager Level 2	New position created to support Change and Innovation portfolio responsibilities
24	Precinct Program Manager Proposed as Health Manager Level 3	New position created, taking on position responsibilities from Senior Project Officer

No.	Position Title	Summary of Proposed Change
25	Senior Business Analyst Proposed as Computer Manager Level 2	New temporary (2 year) position created, providing capability to meet increased workload
26	Strategic Priorities Project Officer HSM2 Proposed as Health Manager Level 2	New position created, taking on position responsibilities from Project Officer, Strategy and Planning
27	Strategic Projects Manager Proposed as Health Manager Level 4	New position created, taking on position responsibilities from Project Manager and Manager Strategic Projects
28	Strategic Projects Manager Proposed as Health Manager Level 4	New position created, taking on position responsibilities from Project Manager and Manager Strategic Projects
29	System and Project Support Officer Proposed as Health Manager Level 1	New position created to support Business Intelligence and Analytics portfolio responsibilities
30	Strategic Priorities Project Officer Proposed as Health Manager Level 2	New position created to support Change and Innovation portfolio responsibilities
31	Strategic Priorities Project Officer Proposed as Health Manager Level 2	New position created to support Change and Innovation portfolio responsibilities
32	Strategic Priorities Project Officer Proposed as Health Manager Level 2	Change from temporary to permanent role and transfer of reporting line to new role, Strategic Projects Manager.
33	Strategic Priorities Project Officer Proposed as Health Manager Level 2	Change from temporary to permanent role and transfer of reporting line to new role, Strategic Projects Manager.
34	Strategic Priorities Project Officer Proposed as Health Manager Level 2	Change from temporary to permanent role and transfer of reporting line to new role, Strategic Projects Manager.
35	Data Warehouse Developer Proposed as Health Manager Level 1	New temporary (2 year) position created to support Business Intelligence and Analytics portfolio responsibilities
36	Systems Project Coordinator Proposed as Health Manager Level 1	New temporary (2 year) position created to support Business Intelligence and Analytics portfolio responsibilities
37	Business Intelligence and Data Solutions Manager Proposed as Health Manager Level 4	New temporary (2 year) position created to support the delivery of the Business Intelligence and Analytics program of work

No.	Position Title	Summary of Proposed Change
38	Technical Lead Data Warehouse Management Proposed as Computer Manager 2	New position created to support Business Intelligence and Analytics portfolio responsibilities, taking on position responsibilities from Solution Architect

4. The recruitment and matching process

From the current positions listed in Section 3.1 above, 23 current staff members are affected by the changes to positions.

While final position gradings are still to be finalised, as at 04 November 2020, the following position matching is expected to apply, in relation to 23 affected staff members.

No.	Position Title	Matching expected	Position matched to
1	Assistant Improvement and Innovation Officer HSM1	Yes	Executive Assistant
2	Clinical Improvement Manager HSM4	No	
3	Clinical Improvement Officer HSM2	Yes	Project Officer
4	Manager Improvement HSM3	No	
5	Manager, Strategy and Planning Unit HSM4	No	
6	Health Service Planner HSM3	No	
7	Manager Innovation HSM3	No	
8	MAPS Adviser and Strategic Projects Officer HSM3	No	
9	Clinical Redesign Manager HSM4	No	
10	Redesign Clinical Design Officer HSM3	No	
11	Project Manager HSM4	No	
12	PMO Manager HSM4	No	
13	Engagement and Support Officer HSM1	No	
14	Community Partnerships Officer HSM3	No	
15	Associate Director BIEU HSM6	No	
16	Data Analyst HSM2	No	
17	Executive Admin Services AO6	No	

No.	Position Title	Matching expected	Position matched to
18	Senior Project Officer HSM3	No	
19	Computer Manager, CM2	Yes	BI Developer
20	Project Officer, Strategy and Planning, HSM2	Yes	Strategic Priorities Project Officer
21	Performance Analyst HSM3	Yes	Senior BI Developer
22	Solution Architect	Yes	Technical Lead Data Warehouse Management

The following roles are anticipated to be filled through an internal merit selection process.

No.	Position Title
1	Strategic Change Manager
2	Strategic Projects Manager
3	Strategic Projects Manager
4	Change Manager
5	Change Manager
6	Change Manager
7	Change Manager
8	Health Services Planner
9	Health Services Planner
10	Precinct Program Manager

NSW Health PD2012_021 Managing Excess Staff of the NSW Health Service will be followed as required for any staff members who do not obtain positions within the new structure.

All SI&I affected staff will be priority assessed for the following positions before advertising commences.

Any staff members, including those on temporary contracts, will be able to apply for advertised positions. The recruitment process will occur in stages from January 2021 according to business need.

No.	Position Title
1	Analytics Service Lead
2	BI and Web Developer
3	Change and Innovation Lead
4	Business Intelligence and Data Solutions Manager
5	Data and Reporting Analyst
6	Data Warehouse and BI Developer
7	Data Warehouse and BI Developer
8	Data Warehouse Developer
9	Manager, Business Intelligence and Analytics
10	Planning and Partnerships Lead
11	Planning and Partnerships Support Officer
12	Project Coordination and Support Officer
13	Project Coordinator
14	Project Officer
15	Project Officer
16	Precinct Program Manager
17	Senior Business Analyst
18	Strategic Priorities Project Officer
19	Strategic Priorities Project Officer
20	Strategic Priorities Project Officer
21	Strategic Priorities Project Officer
22	Strategic Priorities Project Officer
23	Systems and Projects Support Officer
24	Systems Project Coordinator

5. Consultation

This Restructure Consultation Paper and the draft position descriptions will be released for consultation. The Director SI&I will have discussions with all members of the team who are directly impacted by the proposal during the consultation period. The Director SI&I will consider feedback from all staff members. Written feedback should be provided to the Director SI&I lisa.altman@health.nsw.gov.au.

The Health Services Union (HSU), the New South Wales Nurses and Midwives' Association (NSWNMA) and the Australian Salaried Medical Officers Federation (ASMOF) will be notified of the proposal and provided with the Restructure Consultation Paper, as well as an opportunity to comment on the proposal.

6. Restructure Timeframe

Task	Documentation/Task	Timeframes (Indicative) Week Commencing
Restructure Consultation documents completed	Restructure Consultation Paper	09 November 2020
Consultation period with staff and unions commences	Restructure Consultation Paper and draft position descriptions	09 November 2020
Consultation period closes	-	23 November 2020
Feedback reviewed and considered	Restructure Consultation Paper Feedback from consultation	23 November 2020
Final consultation document incorporating any changes identified during consultation circulated	Restructure Consultation Paper (Final)	23 November 2020
Written advice issued to affected staff	Letter to advise of 'affected status'	30 November 2020
Process of direct matching of affected staff to positions in the new structure	Letter to advise of matching to position	30 November 2020
EOI for merit selection for affected staff at existing levels	EOI released	30 November 2020
Selection process for positions commences	Assessment of applications and interviews	30 November 2020
Written advice issued to staff appointed to positions	Letter to advise of appointments	07 December 2020
Staff not matched or appointed to positions are declared excess	Letter to advise of "excess status" and the option to choose a voluntary redundancy or seek redeployment	07 December 2020

Task	Documentation/Task	Timeframes (Indicative) Week Commencing
Vacant positions advertised	Through merit selection recruitment process with affected staff having priority assessment	Staged process from 15 January 2021
Written advice to staff unable to be placed in positions after three months of case management to receive forced involuntary redundancy (currently paused in relation to any action of involuntary redundancy)	Letter to advise of forced involuntary redundancy (currently paused in relation to any action of involuntary redundancy)	15 March 2021

7. Attachments

No.	Document Description	Internal Ref.
1	Position Description: Analytics Service Lead	T20/76801
2	Position Description: BI & Data Solutions Manager	T20/76803
3	Position Description: BI & Web Developer	T20/76804
4	Position Description: Change and Innovation Lead	T20/76805
5	Position Description: Change Manager	T20/76806
6	Position Description: Data and Reporting Analyst	T20/76807
7	Position Description: Data Warehouse and BI Developer	T20/76809
8	Position Description: Data Warehouse Developer	T20/76810
9	Position Description: Executive Assistant	T20/76811
10	Position Description: Manager, Business Intelligence and Analytics	T20/76813
11	Position Description: Planning and Partnerships Lead	T20/76815
12	Position Description: Planning and Partnerships Support Officer	T20/76816
13	Position Description: Precinct Program Manager	T20/76818
14	Position Description: Project Coordination and Support Officer	T20/76819
15	Position Description: Project Coordinator	T20/76820
16	Position Description: Project Officer	T20/76821
17	Position Description: Senior BI Developer	T20/76823
18	Position Description: Senior Business Analyst	T20/76824
19	Position Description: Strategic Change Manager	T20/76825
20	Position Description: Strategic Priorities Project Officer	T20/76826
21	Position Description: Strategic Projects Manager	T20/76827
22	Position Description: Systems Project Coordinator	T20/76829
23	Position Description: Systems and Projects Support Officer	T20/76830
24	Position Description: Technical Lead Data Warehouse Management	T20/76831

8. Endorsement

Executive Sponsor

Name	Lisa Altman
Position Title	Director Strategy, Innovation and Improvement
Date	05 November 2020

Position Description

Analytics Service Lead



Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Improvement
Manager	Manager, Business Intelligence and Analytics
Position Number	
Cost Centre	182048

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	
Position Description Title *:	Analytics Service Lead	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 4	
Job Category Coding (ROB)*	Research & Analytics Data Analytics Data Analysts	
Job Classification Coding (ROB)*		
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	NO	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	<p>The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.</p> <p>This role will provide high level technical and specialist advice on all matters concerning healthcare improvement analytics consistent with legislative, NSW Health and South Eastern Sydney Local Health District standards, policies and procedures, for the achievement of business and service objectives.</p>
	<i>(Free Text)</i>	<p>The Analytics Service Lead will provide leadership in the development of new and innovative ways of driving system-wide improvement through data processes, contemporary analytics methods and the science of improvement. The role will work with the facilities and services of SESLHD to build capability in analytics at all levels of the organisation, collaborate in the development and implementation of new systems and processes, and perform detailed analytical explorations to support the strategic priorities of the organisation.</p>

		<p>The position is responsible for partnering with service delivery teams/support services across the District in using healthcare intelligence and data analytics to drive organisational service improvement. It will champion the development of an information culture that drives continuous clinical and business improvement across the District as an enabler for safe/effective care. The Analytics Service Lead will drive the open use of data in supporting innovation and research in the health sciences.</p> <p>Please note that the role has a District remit and as such may be located at any location across the District.</p>
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Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Provide timely, expert and professional analytics advice in the development, implementation and maintenance of systems and processes related to healthcare improvement analytics with particular focus on building organisational capability, to ensure the provision of client focused services • Interpret, translate and communicate data to a broad range of stakeholders in a manner which enables clear understanding by relevant target audiences. • Lead identification and analysis of key drivers of LHD performance, including appropriate benchmarking, to identify opportunities for improvements in sustainable service delivery. • Build a District analytics service in line with best-practice national/international standards which provides enhanced healthcare improvement and analytics capacity with a particular focus on a whole of system strategy and prioritises self-service • Provide authoritative clinical informatics expertise and timely advice to the Manager, Business Intelligence and Analytics and Director Strategy, Innovation and Improvement on strategic priorities, operations, policy and direction • Develop, maintain and identify opportunities to forge productive strategic relationships with staff and other key stakeholders, industry, sponsors and relevant agencies, through fostering collaborative partnerships in order to ensure a robust analytical approach to improvement is embedded throughout the organisation • Develop and implement the Analytics Strategy for SESLHD. • Establish and implement effectual strategic directions and business plans through fostering a consultative framework with the SII leadership and leadership teams across the sites and services • Evaluate relevant existing service practices, policy and operational procedures by applying a practical and innovative risk management approach to ensure compliance with all obligatory requirements and to maximise organisational safety and to achieve continuous improvement • Working through the Performance Units, ensure the ongoing education of Business Intelligence systems users to the point that they can undertake primary functional and improvement-related analytics • Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly, impartially and with integrity and by actively advocating organisational principles and values, to ensure that Health Service and Government expectations are met
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		<ul style="list-style-type: none"> • Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals in order to continuously improve the level of management and leadership in the service • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.
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Section 3 – Key Challenges

Challenges	<ul style="list-style-type: none"> ▪ Identifying key performance drivers. ▪ Accessing, integrating and manipulating large volumes of data from various sources, including some manual sources. ▪ Identifying the changing needs of customers and stakeholders and working in partnership to ensure service needs are met ▪ Maintain awareness of trends, developments and information in healthcare improvement analytics in national and international environments as well as awareness of economic, social, political and health trends that impact on the organisation's strategy
Decision Making	<ul style="list-style-type: none"> ▪ The Analytics Service Lead is accountable for the successful, timely undertaking of programs and completion of projects. They are fully accountable for the accuracy, integrity and quality of information provided in relation to the content of reports and products. ▪ The position is responsible for ensuring compliance with legislation and policies for data governance, including responsibility for the adequacy of privacy and access controls. ▪ Undertakes negotiations around timelines for delivery of services.
Communication	<ul style="list-style-type: none"> ▪ Internally, the Analytics Service Lead is required to communicate regularly with the Director Strategy, Innovation and Improvement, District Executive Team and key partners at sites and services to ensure alignment with and effective communication across SESLHD programs. ▪ Externally, the Analytics Service Lead will develop and maintain effective relationships with other Local Health Districts, the NSW Ministry of Health, the NSW Health Pillar Agencies (including the Bureau for Health Information) and other industry groups

Section 4 – Key Relationships

Key Internal Relationships	Who?	Business Intelligence and Analytics Team (BIAT)
	Why?	The role will work closely with the BIAT to develop, implement and support systems and processes to support healthcare improvement analytics
	Who?	General Managers, Site/service leadership teams, performance units, clinicians and managers
	Why?	The purpose of the role is to develop broad capacity in healthcare improvement analytics across the organisation, working collaboratively with all sites and services
	Who?	
	Why?	
Does this role routinely interact with external stakeholders ?		No
Key External Relationships	Who?	
	Why?	

	Who?	
	Why?	
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Direct Reports	N/A
Indirect Reports	N/A

Section 6 – Financial Delegation

As per delegation manual	N/A
Other \$	0

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check <i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

1	Relevant tertiary qualifications in healthcare analytics or relevant equivalent work experience in a health setting with a proven track record of change management
2	Demonstrated extensive understanding of complex healthcare service provision with proven skills in analysing issues, problem solving, formulating new approaches, implementing comprehensive change programs and improvement strategies.
3	Sound understanding of NSW and Australian healthcare systems, and of the organisational culture of health care services and facilities in NSW
4	Superior conceptual and analytics skills including experience in critical analysis and interpretation of improvement data and in preparing and presenting analysis and reports rapidly and accurately for a range of

	audiences.
5	Demonstrated experience in the development, implementation, review and evaluation of new systems within a healthcare environment.
6	Excellent strategic planning and policy development skills, including the ability to make complex judgements and take initiative within the delegated area
7	Excellent communication, negotiation, decision making and influencing skills including the ability to interact constructively and collaboratively with a diverse range of stakeholders, throughout all organisational levels
8	Current drivers' licence (with a willingness to travel in accordance with the demands of the position)

Section 9 – Other Requirements (Optional)

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Frequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Constant
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Occasional
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Constant

Head/Neck Postures – holding head in a position other than neutral (facing forward)	Frequent
Hand and Arm Movements – repetitive movements of hands and arms	Constant
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Constant
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Infrequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Infrequent
Touch – use of touch is an integral part of work performance	Frequent
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Infrequent
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description

Business Intelligence and Data Solutions Manager

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Improvement
Manager	Manager, Business Intelligence and Analytics
Position Number	
Cost Centre	182048

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *:	Business Intelligence (BI) & Data Solutions Manager	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 4	
Job Category Coding (ROB)*	Information and Communication Technology IT Management	
Job Classification Coding (ROB)*		
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	NO	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. This role will provide high level technical and specialist advice on all matters concerning healthcare improvement analytics consistent with legislative, NSW Health and South Eastern Sydney Local Health District standards, policies and procedures, for the achievement of business and service objectives.
	<i>(Free Text)</i>	The Business Intelligence and Data Solutions Manager heads the Business Intelligence, Data Warehouse and Solutions Development team within the Business Intelligence and Analytics unit. The role is responsible for the

		<p>development, delivery and governance of data management solutions, business intelligence systems and applications to a broad stakeholder group including executives, clinicians and managers.</p> <p>The position is responsible for providing strategic leadership and direction, policy development, technical leadership, systems development and solutions architecture for data warehouse and business intelligence tools and products in the District. The position will have overall coordination and monitoring of business intelligence strategy, solutions and resources for South Eastern Sydney Local Health District.</p> <p>Please note that the role has a District remit and as such may be located at any location across the District.</p>
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Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Manage key data systems, business intelligence and information management workstreams including managing budgets, delivering change management, business process improvement and benefits realisation through effective stakeholder and resource management within agreed deadlines • Provide timely, expert and professional Business Intelligence (BI), data and information management advice in the development, implementation, delivery and maintenance of end to end local reporting systems, BI applications and solutions. • Provide specialist input with particular focus on innovative BI and technical solutions to ensure the provision of excellent business data and information client focused services • Evaluate relevant existing service practices, policy and operational procedures by applying a practical and innovative risk management approach to ensure compliance with all obligatory requirements and to maximise organisational safety and to achieve continuous improvement • Implement effective strategic directions and business plans through fostering a consultative framework with SESLHD executive, data working groups, clinicians, end users and Ministry of Health, in order to ensure the highest standards of data management and business intelligence products and services are achieved • Ensure the ongoing education of local reporting systems and BI application users to the point that they can undertake primary functional and other reporting and analytical duties • Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly, impartially and with integrity and by actively advocating organisational principles and values, to ensure that Health Service and Government expectations are met • Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals in order to continuously improve the level of management and leadership in the service • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any
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		reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.
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Section 3 – Key Challenges

Challenges	<ul style="list-style-type: none"> ▪ Identifying key performance drivers. ▪ Accessing, integrating and manipulating large volumes of data from various sources, including some manual sources. ▪ Identifying the changing needs of customers and stakeholders and working in partnership to ensure service needs are met ▪ Maintain awareness of trends, developments and information in in Business Intelligence, Data warehousing and information management products and solutions
Decision Making	<ul style="list-style-type: none"> ▪ The Analytics Service Lead is accountable for the successful, timely undertaking of programs and completion of projects. They are fully accountable for the accuracy, integrity and quality of information provided in relation to the content of reports and products. ▪ The Business Intelligence (BI) & Data Solutions Manager has substantial autonomy in the management of staff and other resources of the BIA unit, including managing the performance for others to achieve work objectives ▪ The position is responsible for ensuring compliance with legislation and policies for data governance, including responsibility for the adequacy of privacy and access controls. ▪ Undertakes negotiations around timelines for delivery of services.
Communication	<ul style="list-style-type: none"> ▪ Internally, the Business Intelligence (BI) & Data Solutions Manager is required to communicate regularly with SESLHD Executives, Data working groups & committees, Health ICT, clinicians and end users on BI & Data solutions strategy, business requirements, BI application and product development, implementation, maintenance, training and service delivery ▪ Externally, the Business Intelligence (BI) & Data Solutions Manager will develop and maintain effective relationships with Ministry of Health, eHealth, and other Local Health Districts on BI & Data solutions strategy, products and services development, implementation, and BI & Data projects

Section 4 – Key Relationships

Key Internal Relationships	Who?	Business Intelligence and Analytics Team
	Why?	The role will work closely with the BIA to develop, implement and support systems and processes
	Who?	General Managers, Site/service leadership teams, performance units, clinicians and managers
	Why?	Provision of assistance and advice to executives, departments or individuals in regards to data systems and business intelligence
	Who?	
	Why?	
Does this role routinely interact with external stakeholders ?		NO
Key External Relationships	Who?	
	Why?	
	Who?	
	Why?	
Is this a Public Senior Executive Role which		NO

manages relationship at the Ministerial level?	
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Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	10
Indirect Reports	

Section 6 – Financial Delegation

As per delegation manual	N/A
Other \$	0

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check <i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

1	Relevant tertiary qualifications in Information Technology or relevant equivalent degree and or/work experience or a combination of study and work experience
2	Demonstrated extensive Business Intelligence and/or Data management technical/specialist systems, program, vendor, financial, management, personnel, and project management skills and experience including program design, implementation and maintenance, reporting and evaluation to ensure high quality deliverables
3	Sound understanding of NSW and Australian healthcare systems, and of the organisational culture of health care services and facilities in NSW
4	Demonstrated understanding of Business Intelligence and Data warehouse system support processes and experience in the support and maintenance of large scale Data and Information systems

5	Demonstrated experience of implementing Business Intelligence applications and Data Management solutions into business environments, managing product and services delivery related organisational change and the realisation of business benefits
6	Excellent strategic planning and policy development skills, including the ability to make complex judgements and take initiative within the delegated area
7	Excellent communication, negotiation, decision making and influencing skills including the ability to interact constructively and collaboratively with a diverse range of stakeholders, throughout all organisational levels
8	Current drivers' licence (with a willingness to travel in accordance with the demands of the position)

Section 9 – Other Requirements (Optional)

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Frequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Constant
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Occasional
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Constant
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Frequent
Hand and Arm Movements – repetitive movements of hands and arms	Constant

Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Constant
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Infrequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Infrequent
Touch – use of touch is an integral part of work performance	Frequent
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Infrequent
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description

Business Intelligence and Web Developer

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Improvement
Manager	Manager, Business Intelligence & Analytics
Position Number	
Cost Centre	181219

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *:	BI and Web Developer	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	Computer_Staff_State_Award	
Position Classification*	Computer Manager Grade 2	
Job Category Coding (ROB)*	Information and Communication Technology	
Job Classification Coding (ROB)*	Developers_or_Programmers	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	NO	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	(Mandatory)	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. SESLHD recognises that data is one of its most valuable assets. BIA team are responsible for delivering the Data Warehouse, BI and Analytics strategies that provides a robust, secure, reliable platform that delivers a single source of truth and enables clinicians and managers to use data and analysis to make critical business decisions.
	(Free Text)	The BI and Web Developer position is responsible for the design, development, testing, and implementation of Business Intelligence (BI) visualisation solutions and web based applications that enable delivery of the BI roadmap, reporting and analytics frameworks.

		<p>Requires a self-driven, creative and critical thinker who can work with data warehouse platforms, cross-functional teams and a range of stakeholders, and provide expertise to create innovative web applications and BI visualisation solutions that meet business and clinical needs.</p> <p>Please note that the role has a District remit and as such may be located at any location across the District.</p>
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Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Responsible for design, development, coding, testing, implementation and maintenance of BI visualisation solutions and web based applications that align with BI roadmap and analytics framework. • Create websites and web applications using innovative UI design principles, standard HTML/CSS coding practise, write efficient code, and leverage web development framework software (Django, etc) to integrate with data warehouse and BI platforms. • Utilise various BI tools (MS SQL Reporting service, QlikView, QlikSense, Power BI etc) , scripting languages (Python, R, etc) and ETL framework (SQL, Python etc to write stored procedures, data extractions, and develop efficient dashboards , reporting and visualisation applications. • Design and develop dashboards and web based applications in line with BI roadmap prioritisation and projects requirements, undertake rigorous UAT, and conduct product showcases to BI and project stakeholders • Translate business requirements into specifications that will be used to design and implement web applications and BI dashboards, created from potentially multiple data sources. • Investigate and resolve technical problems and issues assigned in a timely manner, and provide support to ensure the availability and performance of BI dashboards and web applications for both external and internal users. • Develop and maintain BI and web development technical, process and testing documentation, frameworks and standards, and develop guides, training content and presentations as required. • Develop and conduct informal and formal training to BI users and stakeholders, to improve their use and understanding of relevant web applications and BI • Work collaboratively with BIA team to ensure the BI platform, dashboards and web applications supports District reporting, BI roadmap and analytics framework. • Cultivate close working relationship with key internal stakeholders, Ministry and vendors to support collaboration on BI and web applications, and projects relevant to the role to ensure objectives are met. • Evaluate relevant existing service practices, policy and operational procedures by applying a practical and innovative risk management approach to ensure compliance with all obligatory requirements and to maximise organisational safety and to achieve continuous improvement • Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly, impartially and with integrity and by actively advocating organisational
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		<p>principles and values, to ensure that Health Service and Government expectations are met</p> <ul style="list-style-type: none"> • Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.
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Section 3 – Key Challenges

Key Challenges	<p>Produce user-friendly and intuitive BI and web based applications that will require minimum support and training for the end user</p> <p>Delivering successful outcomes in an environment of limited resources, balanced to meet competing customer needs and expectations, in a high volume workload and complex technical environment</p> <p>Operating in an environment where Business Intelligence and Web development maturity is at a reactive or emerging stage</p> <p>Maintain awareness of trends, developments and emerging technologies in Business Intelligence and Web technologies and products</p>
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Section 4 – Key Relationships

Key Internal Relationships	Who?	Business Intelligence (BI) & Data Solutions Manager
	Why?	Escalate issues, keep informed, provide advice and receive instructions
	Who?	Manager Business Intelligence & Analytics, and BIA team members
	Why?	Escalate issues, keep informed, provide advice and receive instructions. Support the development and delivery of objectives and projects
	Who?	Executives, Data Working Groups & Committees
	Why?	Provide regular updates on key projects, issues and priorities
	Who?	Health ICT and other Directorates such as PACH, Workforce, & facilities
	Why?	Developing and collaborating on BI and Web platforms and application requests, development, UAT and projects
Does this role routinely interact with external stakeholders ?		YES
Key External Relationships	Who?	Ministry of Health & Ehealth
	Why?	Represent the District's BI and analytics function, collaborate on relevant Data and BI projects and solutions, Escalate issues and unresolved data extract support requirements
	Who?	Other LHD BI & Web Managers
	Why?	Collaborate and share knowledge and improve standardisation
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Direct Reports	Nil
Indirect Reports	Nil

Section 6 – Financial Delegation

As per delegation manual	Nil
Other \$	N/A

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	<p>All staff are required to complete and submit a Pre-employment Health Declaration Form</p> <p>Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check</p> <p><i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <p><i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing</p>
	<i>(Free Text)</i>	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees

Section 8 – Selection Criteria

1	Relevant IT/ computer science tertiary qualifications and/or extensive experience in complete information system development life cycle including requirements gathering, design, development, test, delivery and maintenance.
2	Proven ability to develop innovative web based applications, proficient in web development coding languages such as HTML/XHTML, CSS, Javascript. Additional experience with Web frameworks like Django or similar seen as desirable
3	Proven ability to develop complex and compelling Business Intelligence data visualisation, reports and dashboards using various platforms, including Qlikview, QlikSense, Microsoft reporting suite or similar tools. Additional experience in R and Python seen as desirable
4	Experience with large and complex Business Intelligence projects demonstrating strong problem solving and strategic thinking skills, including the ability to make complex judgements and take initiative within the delegated area
5	Demonstrated ability working in agile or other software development environments to address organisational change requirements and continuous/rapid development of new and existing systems
6	Team-focussed, adaptable individual who shares knowledge, builds the skills of others and can work productively in a busy office environment or remotely
7	Possess excellent communication skills with experience in presenting, facilitating group training, translating business needs into technical solutions and producing informative technical and non-technical documentation
8	Current drivers licence

Section 9 – Other Requirements (Optional)

Other Requirements	<i>(Mandatory)</i>	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.

Section 10 – Disqualification Questions

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Frequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Constant
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Occasional
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Constant
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Frequent
Hand and Arm Movements – repetitive movements of hands and arms	Constant
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Constant
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Infrequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Infrequent
Touch – use of touch is an integral part of work performance	Frequent
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Infrequent
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent



Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description Change and Innovation Lead

Facility/Service	SESLHD
Department	Strategy, Innovation and Improvement (SII)
Manager	Director, SII
Position Number	
Cost Centre	Strategy, Innovation and Improvement (182048)

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *:	Change and Innovation Lead	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 5	
Job Category Coding (ROB)*	Project_Management	
Job Classification Coding (ROB)*	Program Manager	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	YES	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	Leading Change Management and Project Management teams, the Change and Innovation Lead will develop and deliver a program of change that operationalises SESLHD's strategy, drives staff

		<p>engagement and promotes a shared understanding of business initiatives and projects. The role promotes and enables innovation and improvement throughout the organisation, building broad capability for change. A key deliverable of the role will be to work with internal and external partners to build frameworks for implementing sustainable change, and incubating, scaling and sustaining innovation. Working within complex environments and cross functional teams, the Change and Innovation Lead will have the ability to inspire others with a clear vision, manage complexity, link strategic objectives to implementation activities and ensure effective stakeholder engagement results in sustainable business outcomes. As a senior leader in a matrix organisation, the role will provide effective coaching and mentoring across functional teams and will have the proven ability to build relationships and support others. Please note that the role has a District remit and as such may be located at any location across the District.</p>
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Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Demonstrate a sound understanding of the total operations of the health system in order to identify potential areas for improvement and to contribute to broader management decision making for health service improvement and reforms • Educate and cultivate a culture of continuous program improvement and innovation across the organisation in order to drive and deliver improved outcomes • Conduct international and local market scans and develop relationships to establish knowledge of leading innovation projects and partnering opportunities • Establish and maintain strong working relationships with General Managers and Service Directors to facilitate and oversee successful implementation of strategic initiatives • Build and maintain effective, and influential, working relationships across the NSW health system and associated organisations, as well as industry partners relevant to SESLHD, to facilitate information flow and the achievement of innovation objectives • Coach senior leaders, executives and management in change methodology, responsibilities and actions • Provide expert advice, practice evaluation and change management leadership • Develop, implement and evaluate frameworks for innovation and improvement within SESLHD • Support the identification, analyses and trialling of new innovative and incremental ideas to improve healthcare delivery for residents within the geographic boundaries of SESLHD • Lead the development of robust business cases for investment/ disinvestment opportunities which support sustainable service delivery • Drive development of appropriate project plans for initiatives to address improvement opportunities, and ensure strong governance of change efforts • Transition improvement initiatives to business-as-usual, establishing appropriate operational ownership of redefined processes, systems and
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		<p>behaviours, to ensure sustainable ongoing governance</p> <ul style="list-style-type: none"> • Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly, impartially and with integrity and by actively advocating organisational principles and values, to ensure that Health Service and Government expectations are met • Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals in order to continuously improve the level of management and leadership in the service • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.
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Section 3 – Key Challenges

Challenges	<ul style="list-style-type: none"> ▪ Working in a complex matrix environment to deliver the organisation’s strategic priorities against a busy operational background ▪ Balancing leading and developing staff with delivering complex and interdependent programs of work ▪ Achieving outcomes through influencing and coaching virtual teams
Decision Making	<ul style="list-style-type: none"> ▪ The Change and Innovation Lead has substantial autonomy in the management of staff and other resources of the Change and Innovation team including managing the performance of others to achieve work objectives. ▪ Undertakes negotiations around timelines for delivery of services.
Communication	<ul style="list-style-type: none"> ▪ Internally, the Change and Innovation Lead is required to communicate regularly with clinicians, clinical leaders, facility/service and SESLHD executive ▪ Externally, the Change and Innovation Lead will develop and maintain effective relationships with NSW Health and Ministry representatives and key SESLHD partners

Section 4 – Key Relationships

Key Internal Relationships	Who?	SESLHD/Facility/Service Executives
	Why?	Ensure transparency in reporting on progress and outcomes. Seek alignment of strategic prioritisation and communicating change.
	Who?	Clinicians
	Why?	Provide expert advice, practice evaluation and change management leadership
	Who?	Ministry of Health
	Why?	Represent SESLHD at significant state-wide and other forums, and support the involvement of SESLHD by ensuring effective advice on issues relevant to services and programs.
Does this role routinely interact with external stakeholders ?		Yes
Key External Relationships	Who?	To be discussed on commencement in role
	Why?	To be discussed on commencement in role
	Who?	

	Why?	
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Direct Reports	3
Indirect Reports	10

Section 6 – Financial Delegation

As per delegation manual	as per delegation manual
Other \$	

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check <i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

1	Demonstrated ability to anticipate and resolve problems using innovate and creative solutions and achieve sustainable business outcomes
2	Demonstrated experience in managing organisation change and the design and implementation of change and innovation frameworks and initiatives
3	Experience in developing and implementing business strategies and business plans in a matrix reporting environment
4	Excellent interpersonal skills, written and verbal communication skills and a demonstrated capacity to consult and negotiate effectively with all levels of the organisation and with a wide range of stakeholders, ranging from senior health professionals to senior executives of Government agencies.
5	Extensive experience in a large complex health care organization in service/hospital management, with a sound understanding of NSW and Australian healthcare systems, political and cross-Health Service issues, and of the organisational culture of health care services and facilities in NSW

6	Established high-level leadership, strategic development and management skills to enable a clear and defined outcome focus in a unit of professional staff to produce deliverables within specified timeframes
7	Demonstrated ability to provide high level expert advice and sound judgement and to coach senior clinicians and executives in change management methodologies
8	Demonstrated experience in managing complex programs of work in a large and complex health organisation, including relevant project or health service management qualifications or equivalent. This includes extensive knowledge and demonstrated experience ensuring projects are completed on time, on budget, to quality standards and within agreed scope.
9	Current NSW Drivers Licence and a willingness to travel in accordance with the demands of the position

Section 9 – Other Requirements (Optional)

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Frequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Constant
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Occasional
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from	Constant

the body	
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Frequent
Hand and Arm Movements – repetitive movements of hands and arms	Constant
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Constant
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Infrequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Infrequent
Touch – use of touch is an integral part of work performance	Frequent
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Infrequent
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description Change Manager

Facility/Service	SESLHD
Department	Strategy, Innovation and Improvement (SII)
Manager	Director, SII
Position Number	
Cost Centre	Strategy, Innovation and Improvement (182048)

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	
Position Description Title *	Change and Innovation Lead	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 3	
Job Category Coding (ROB)*	Project_Management	
Job Classification Coding (ROB)*	Program Manager	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	YES	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	The Change Manager will be part of the SESLHD Strategy, Innovation and Improvement Directorate (SI&I). SI&I works with staff across the organisation at all levels to build capacity and deliver on our ambitious transformation strategy. Drawing on expertise in change management methodologies,

		<p>including Lean Six Sigma and Quality Improvement, the Change Manager assumes a leadership role and provides expert advice on change management matters, strategies and solutions.</p> <p>This position will assist in leading a range of district wide strategic and operational initiatives to bring about new ways of organising people, processes and resources that achieves greater scale, effectiveness, sustainability and efficiency. It will drive faster adoption, business process improvement, benefits realisation and sustained business outcomes through effective stakeholder management.</p> <p>The Change Manager will manage and coordinate designated key programs and projects, developing and implementing project management plans to ensure the success of the project and providing specialist advice as required. The position is also responsible for applying expert skills, knowledge and experience to investigate and facilitate solutions to system problems, improving quality, productivity and efficiency in alignment with the organisation's strategic priorities.</p> <p>Please note that the role has a District remit and as such may be located at any location across the District.</p>
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Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Identify and analyse system, business and organisational processes, design strategies and actions that need to be undertaken to support the change and achieve the benefits. • Support the identification, analysis and trialling of new innovative and incremental ideas to improve healthcare delivery for residents within the geographic boundaries of SESLHD. • Provide expert advice, support and coaching to clinical teams on the development of tailored solutions to improve safety and quality outcomes • Lead change management, business process improvement and benefits realisation through stakeholder management, communications and training to support the project delivery. • Engage internal and external stakeholders to develop potential solutions to address identified variances with drivers of performance, and test new ideas to determine viability. • Manage the project management cycle of projects/activities, including developing project plans, identifying and coordinating resources, negotiating with stakeholders, implementing actions, and monitoring and evaluating to ensure project outcomes are achieved. • Coordinate/manage the work of a virtual project team to ensure agreed outcomes are achieved. • Monitor and track progress of project performance using appropriate tools and techniques providing adequate reporting and escalations to senior management as required. • Facilitate and coordinate change workshops and practical training • Understand change management theory and use change management tools and methodology • Produce clear, comprehensive and complex documentation, accessible to a wide variety of stakeholders, utilising extensive communication and graphic design skills
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		<ul style="list-style-type: none"> • Other tasks and duties as deemed necessary by the Change and Innovation Lead • Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly, impartially and with integrity and by actively advocating organisational principles and values, to ensure that Health Service and Government expectations are met • Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals in order to continuously improve the level of management and leadership in the service • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.
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Section 3 – Key Challenges

Challenges	<ul style="list-style-type: none"> ▪ Working to address ingrained cultural norms that do not support change ▪ Responding and participating proactively to changes in State and MoH policy, health legislation, procedures and practices and to changes in the needs and priorities of members of the community ▪ Facilitating the engagement and input of a wide range of stakeholders and customers within the organisation and across government with diverse interests and competing priorities ▪ Consistently adapting to and managing staff and managing expectations in responding to contentious issues and demands
Decision Making	<ul style="list-style-type: none"> ▪ Guide and undertake research, formulating evidence-based recommendations and strategies, and provide advice and information to relevant stakeholders to support informed decision-making and planning.
Communication	<ul style="list-style-type: none"> ▪ The Change Manager is responsible to the Change and Innovation Lead. The position will also work collaboratively with the Planning and Partnership Team, senior executives, leadership team, clinicians and managers across all sites and services. The position will also work closely with stakeholders external to SESLHD including partner universities and health improvement agencies. ▪ The Change Manager is responsible for maintaining high level effective communication channels between stakeholders, administrative personnel and clinicians.

Section 4 – Key Relationships

Key Internal Relationships	Who?	To be discussed on commencement in role
	Why?	To be discussed on commencement in role
	Who?	
	Why?	
	Who?	
	Why?	
Does this role routinely		Yes

interact with external stakeholders ?		
Key External Relationships	Who?	To be discussed on commencement in role
	Why?	To be discussed on commencement in role
	Who?	
	Why?	
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	Nil
Indirect Reports	Nil

Section 6 – Financial Delegation

As per delegation manual	as per delegation manual
Other \$	

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check <i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

1	Demonstrated experience in managing organisation change and project management and the implementation of projects, frameworks and/or initiatives in a large and complex health organisation, including relevant qualifications or equivalent work experience. This includes extensive knowledge and demonstrated experience ensuring projects are completed on time, on budget, to quality standards and within agreed scope.
2	High level skills in conceptual and systemic thinking on the successful application of innovative approaches
3	Demonstrated ability to communicate and negotiate change and improvement initiatives with senior clinicians and executives

4	Superior organisational skills and experience working in a high volume and demanding professional environment with proven capacity to prioritise, multi-task, achieve business goals, perform and always work with a customer focused approach.
5	Excellent interpersonal, influencing and negotiation skills with demonstrated experience engaging, collaborating, and influencing key stakeholders and customers to influence and achieve optimal business outcomes.
6	Demonstrated experience leading and developing the capability of a team, and coaching and advising managers, whilst always fostering a performance based and customer focused work culture.
7	Demonstrated ability to establish strategic networks in order to affect organisational improvement.
8	Demonstrated experience working with multidisciplinary teams, and an ability to motivate, lead and to use initiative as well as the ability to provide authoritative advice and recommendations across a large and complex organisation
9	Current drivers licence (with a willingness to travel in accordance with the demands of the position)

Section 9 – Other Requirements (Optional)

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Frequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional

Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Constant
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Occasional
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Constant
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Frequent
Hand and Arm Movements – repetitive movements of hands and arms	Constant
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Constant
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Infrequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Infrequent
Touch – use of touch is an integral part of work performance	Frequent
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Infrequent
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description Data and Reporting Analyst

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Improvement
Manager	Manager, Business Intelligence and Analytics
Position Number	
Cost Centre	181219

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	
Position Description Title *	Data and Reporting Analyst	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 3	
Job Category Coding (ROB)*	Data Analysis/Reporting	
Job Classification Coding (ROB)*	Data Analysis	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	NO	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why	(Mandatory)	<p>The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.</p> <p>SESLHD recognises that data is one of its most valuable assets. BIA team are responsible for delivering the Data Warehouse, BI and Analytics strategies that provides a robust, secure, reliable platform that delivers a single source of truth and enables clinicians and managers to use data and analysis to make</p>

does this role exist?"	<i>(Free Text)</i>	<p>critical business decisions.</p> <p>The Data & Reporting Analyst position is responsible for querying complex health data & BI systems, to develop analysis, reporting and monitoring of key performance indicators and activity.</p> <p>Undertake data quality review and analysis, and develop initiatives to support compliance with NSW Health policy and requirements for emergency, patient activity, and bed reporting data.</p> <p>Provide subject matter expertise and education in the development of requirements and business intelligence reporting systems dashboards and projects relating to emergency and patient activity data.</p> <p>Please note that the role has a District remit and as such may be located at any location across the District.</p>
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Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<i>(Free Text)</i>	<ul style="list-style-type: none"> • Manage and liaise with district wide stakeholders to develop data, analysis and reporting to Executive and management of SLA and KPI performance monitoring, and ensuring accurate and timely reporting. • Manage the creation, reconciliation and maintenance of SESLHD Bed tool reporting and ward creation data, to ensure compliance with NSW health policy and guidelines • Responsible for review of LHD's annual Service Level Agreement (SLA) key performance indicators (KPI's) and commonwealth improvement measures. Analyse changes to targets, KPI's, new data inclusion/exclusion, and communicate to Executives, performance teams and key stakeholders. • Develop scope of SLA functional changes required to update the Business Intelligence KPI reporting applications, and undertake testing to ensure changes are fit for reporting purpose. • Contribute to the review, communication and implementation of NSW state data collection policy, changes and initiatives for emergency, admitted and surgical streams. • Review, analyse and report on SESLHD data quality and data compliance for emergency, admitted and surgical streams • Develop ad-hoc data extracts, analysis and reporting for internal and external stakeholders in response to requests, initiatives or projects • Participate and contribute to data working groups to support data and analytics program management and project requirements. • Represent SESLHD on state ED and Data committees and communicate initiatives actions and changes to relevant stakeholders • Develop and deliver informal and formal education and training for data managers and district stakeholders on data collections and data quality, and Business Intelligence dashboards and applications so they can undertake operational, reporting and analytical duties. • Participate and provide subject matter expertise to Data Warehouse and Business Intelligence initiatives and projects, including input to business requirements, data and process mapping, review data models and dimensions, and participate in UAT as required. • Participate and provide subject matter expertise to BIA team for State Edward data warehouse project, including input to business requirements, data and process mapping, review data models and dimensions, and participate in UAT as required. • Cultivate close working relationship with key internal stakeholders and Ministry and support collaboration on data collections, reporting and projects relevant to the role to ensure objectives are met. • Evaluate relevant existing service practices, policy and operational
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		<p>procedures by applying a practical and innovative risk management approach to ensure compliance with all obligatory requirements and to maximise organisational safety and to achieve continuous improvement</p> <ul style="list-style-type: none"> • Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly, impartially and with integrity and by actively advocating organisational principles and values, to ensure that Health Service and Government expectations are met • Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.
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Section 3 – Key Challenges

Challenges	<p>Querying, interrogating and analysing data from multiple sources, identifying emerging data issues, developing initiatives to enable data compliance, and responding to multiple stakeholders in tight deadlines.</p> <p>Facilitating the engagement and input of a wide range of stakeholders and customers with diverse needs and competing priorities, and collaborating across multi-disciplinary teams to ensure requirements and project deliverables are met</p> <p>Delivering successful outcomes in an environment of limited resources, balanced to meet competing customer needs and expectations, and a high volume workload</p>
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Section 4 – Key Relationships

Key Internal Relationships	Who?	Manager Business Intelligence & Analytics, and BIA team members
	Why?	Escalate issues, keep informed, advice and receive instructions. Support the development and delivery of objectives and projects
	Who?	Executives, Data Working Groups & Committees
	Why?	Data , analysis and reporting and provide relevant and useable decision making information
	Who?	Data & Patient Flow Managers, ED staff, Surgical & admitted stream
	Why?	Data quality, reporting, training and projects
	Who?	Health ICT and other Directorates such as PACH, Workforce, & facilities
	Why?	Facilitate and communicate, BI, analysis and reporting requirements, changes and timelines
Does this role routinely interact with external stakeholders ?		YES
Key External Relationships	Who?	Ministry of Health
	Why?	Represent the District for ED, and relevant Data, BI and analytics projects and solutions
	Who?	Other LHD Data Managers & Staff
	Why?	Maintain relationships to share knowledge and improve standardisation
Is this a Public Senior		NO

Executive Role which manages relationship at the Ministerial level?	
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Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	Nil
Indirect Reports	Nil

Section 6 – Financial Delegation

As per delegation manual	Nil
Other \$	N/A

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	<p>All staff are required to complete and submit a Pre-employment Health Declaration Form</p> <p>Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check</p> <p><i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <p><i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing</p>
	<i>(Free Text)</i>	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees

Section 8 – Selection Criteria

1	Relevant tertiary qualifications and or/work experience demonstrating strong analytical skills and the ability to interpret complex data and information rapidly and accurately
2	Demonstrated understanding of the data captured in the major health data systems used in NSW Health, particularly in emergency department, patient activity, and HIE data warehouse
3	Demonstrated experience and proficiency with SQL and Excel to build queries, interrogation and analysis of large and complex data to produce analysis and reporting
4	Demonstrated experience using Business Intelligence dashboards and applications to perform analysis and reporting. Experience developing reports in BI tool such as Qlik is seen as an advantage.
5	Demonstrated abilities in both leadership and effective team participation and strong facilitation, interpersonal and communication skills.
6	Demonstrated experience in managing a number of projects concurrently, with varying timelines and workloads, in a high volume work environment.
7	Demonstrated experience in understanding the needs of stakeholders, managing stakeholder relationships and delivering output that meets stakeholders expectations
8	Current drivers licence

Section 9 – Other Requirements (Optional)

Other Requirements	<i>(Mandatory)</i>	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.

Section 10 – Disqualification Questions

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Repetitive
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Not Applicable
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stapladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description Data Warehouse & BI Developer

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Improvement
Manager	Manager, Business Intelligence and Analytics
Position Number	
Cost Centre	181219

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	
Position Description Title*:	Data Warehouse & BI Developer	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	
Award*	Computer_Staff_State_Award	
Position Classification*	Computer Manager Grade 2	
Job Category Coding (ROB)*	Information and Communication Technology	
Job Classification Coding (ROB)*	Developers_or_Programmers	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	NO	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role (Mandatory)	<p>The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.</p> <p>SESLHD recognises that data is one of its most valuable assets. BIA team are responsible for delivering the Data Warehouse, BI and Analytics strategies that provides a robust, secure, reliable platform that delivers a single source of truth and enables clinicians and managers to use data and analysis to make critical business decisions.</p>	

exist?"	<i>(Free Text)</i>	<p>The Data Warehouse & BI Developer position is responsible for construct and unit testing of data warehouse extracts, transformation and load processes, and developing data models, views, dimensions and meta data for those extracts.</p> <p>The position will work closely with the Technical Lead Data Warehouse Management, BI development team and subject matter experts, to ensure data models and dimensions support BI Applications and District reporting needs in an integrated and optimised platform.</p> <p>This role combines data engineering and ETL technical expertise along with project management and the ability to adapt in a fast paced environment to contribute towards the District's BI roadmap and analytics vision.</p> <p>Please note that the role has a District remit and as such may be located at any location across the District.</p>
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Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<i>(Free Text)</i>	<ul style="list-style-type: none"> • Responsible for construct, unit testing, automation and support of data warehouse extracts, transformation, load processes, scheduling and developing documentation in line with the Data Warehouse ETL framework and data management processes. • Accountable for carrying out complex data engineering using Python, SQL and other data warehouse technologies to develop dimensional data models, and tables, views and metadata in line with BI roadmap and project business and functional requirements • Responsible for data and quality management tasks for data stored within the data warehouse and local reporting solution (LRS), including testing, analysis, investigation and resolving complex system issues. • Provide timely and expert advice to BI Developers on data modelling, tables and dimensions to deliver optimised and user friendly BI application solutions that are fit for purpose. • Contribute to the implementation and maintenance of system, process and testing documentation, frameworks, and standards, and develop guides, training content and presentations as required. • Coordinate and conduct informal and formal training and provide advice to staff to improve their use and understanding of local reporting solution (LRS) data extracts, data models, metadata and relevant technologies. • Work collaboratively with the BIA team to ensure the data warehouse and local reporting solution (LRS) platform supports District reporting, BI roadmap and analytics framework. • Cultivate close working relationship with key internal stakeholders, Ministry and vendors to support collaboration on data mapping and extracts, data models, BI and projects relevant to the role to ensure objectives are met. • Evaluate relevant existing service practices, policy and operational procedures by applying a practical and innovative risk management approach to ensure compliance with all obligatory requirements and to maximise organisational safety and to achieve continuous improvement • Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly, impartially and with integrity and by actively advocating organisational principles and values, to ensure that Health Service and Government expectations are met • Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals
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		<ul style="list-style-type: none"> All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.
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Section 3 – Key Challenges

Key Challenges	<p>Produce code that develops data transformation, data models, tables and applications that are intuitive, integrated and optimised to require minimum support and deliver BI application and business requirements.</p> <p>Delivering successful outcomes in an environment of limited resources, balanced to meet competing customer needs and expectations, and a high volume workload</p> <p>Operating in an environment where Business Intelligence and development maturity is at a reactive or emerging stage</p> <p>Maintain awareness of trends, developments and information in Data warehousing, Business Intelligence and information management products and solutions</p>
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Section 4 – Key Relationships

Key Internal Relationships	Who?	Business Intelligence (BI) & Data Solutions Manager
	Why?	Escalate issues, keep informed, provide advice and receive instructions
	Who?	Manager, Business Intelligence and Analytics, and BIA team members
	Why?	Escalate issues, keep informed, provide advice and receive instructions. Support the development and delivery of objectives and projects
	Who?	Executives, Data Working Groups & Committees
	Why?	Provide regular updates on key projects, issues and priorities
	Who?	Health ICT and other Directorates such as PACH, Workforce, & facilities
	Why?	Obtain and maintain Data extracts, Data warehouse and LRS infrastructure and environments, upgrades, and participate in projects
Does this role routinely interact with external stakeholders ?		YES
Key External Relationships	Who?	Ministry of Health & Ehealth
	Why?	Represent the District's data warehouse and BI function, collaborate on relevant Data and BI projects and solutions, Escalate issues and unresolved data extract support requirements
	Who?	Other LHD BI & Data Managers
	Why?	Collaborate and share knowledge and improve standardisation
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Direct Reports	Nil
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Indirect Reports	Nil
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Section 6 – Financial Delegation

As per delegation manual	Nil
Other \$	N/A

Section 7 – Essential Requirements

Other Requirements	(Mandatory)	All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check
	(Free Text)	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees

Section 8 – Selection Criteria

1	Relevant IT/Computer Science tertiary qualifications and/or extensive experience implementing, maintaining and applying specialist knowledge of data warehouse, database concepts, data modelling techniques and design principles.
2	Extensive Data Warehouse and ETL experience working with technology such as Python and MS SQL Server suite with a focus on data extraction, data integration, data quality and dimensional data modelling
3	Proficient in advanced SQL programming including writing stored procedures and querying large, complex data sets. Experience with Python, R, SAS or similar seen as an advantage
4	Experience with large and complex data warehouse , ETL and BI projects demonstrating strong problem solving and strategic thinking skills, including the ability to make complex judgements and take initiative within the delegated area
5	Demonstrated ability working in agile or other software development environments to address organisational change requirements and continuous/rapid development of new and existing systems
6	Team-focussed, adaptable individual who shares knowledge, builds the skills of others and can work productively in a busy office environment or remotely
7	Possess excellent communication skills with experience in presenting, facilitating group training, translating business needs into technical solutions and producing informative technical and non-technical documentation
8	Current drivers licence

Section 9 – Other Requirements (Optional)

Other Requirements	<i>(Mandatory)</i>	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.

Section 10 – Disqualification Questions

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Repetitive
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Not Applicable
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description

Data Warehouse Developer

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Improvement
3.1.1 Manager	Manager, Business Intelligence and Analytics
3.1.2 Position Number	
3.1.3 Cost Centre	181219

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *:	Data Warehouse Developer	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	Computer_Staff_State_Award	
Position Classification*	Computer Manager Grade 1	
Job Category Coding (ROB)*	Information and Communication Technology	
Job Classification Coding (ROB)*	Developers_or_Programmers	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	NO	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. SESLHD recognises that data is one of its most valuable assets. BIA team are responsible for delivering the Data Warehouse, BI and Analytics strategies that provides a robust, secure, reliable platform that delivers a single source of truth and enables clinicians and managers to use data and analysis to make critical business decisions.
	<i>(Free Text)</i>	The Data Warehouse Developer position is responsible for data warehouse and local reporting solution (LRS) administration , services and monitoring, to ensure data integrity in relation to data storage and ensuring BIEU's data

		<p>consumers have timely, efficient and accessible data to make informed decisions</p> <p>The position will work closely with the Technical Lead Data Warehouse Management, Data Warehouse & BI developers and subject matter experts, to ensure data collection and data warehouse platforms deliver optimal performance and align with District reporting needs.</p> <p>This role combines database administration and SQL expertise along with the ability to adapt in a fast paced environment to contribute towards the District's BI roadmap and analytics vision.</p> <p>Please note that the role has a District remit and as such may be located at any location across the District.</p>
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Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<p>Assist in the planning, creation and upgrade of data warehouse and local reporting solution (LRS) services, data load procedures, automation, scheduling and monitoring to ensure data integrity and reliability in relation to data storage and availability.</p> <p>Participate in data mapping and extracts workshops, meetings, and activity with subject matter experts and key stakeholders to support the development of data collections and functional data warehouse requirements</p> <p>Develop and maintain ETL packages (Python, SSIS etc), reconcile and coordinate data extractions from source systems through to the warehouse to ensure data availability coincides with the Districts reporting deadlines</p> <p>Contribute to the development of coding, unit testing, automation and support of data warehouse extracts, transformation, load processes, scheduling and developing documentation in line with the Data Warehouse ETL framework and data management processes.</p> <p>Identify and resolve data quality issues through data profiling, cleansing and de-duplication solutions for data stored within the data warehouse and local reporting solution (LRS), including testing, analysis, investigation and resolving complex system issues.</p> <p>Assist in the coordination of upgrade installations, ensuring NSW health recommended timeframes are being met, and minimising disruption to SESLHDS business services</p> <p>Provide timely and effective information on data extracts integrity, stored procedures and performance.</p> <p>Participate in implementation and maintenance of data warehouse and databases, process and testing documentation, frameworks, and standards, and develop technical and project updates as required.</p> <p>Assist with delivering informal and formal training to staff to improve their use and understanding of local reporting solution (LRS) data extracts and available data.</p> <p>Liaise with BIA team, key stakeholders, Ministry and vendors to support collaboration, education, data extracts and technical requirements, and achieve deliverables</p> <p>Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly, impartially and with integrity</p> <p>Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals</p> <p>All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable</p>
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		policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.
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Section 3 – Key Challenges

Key Challenges	<p>Develop and maintaining code and ETL packages to perform data extraction, transformation and storage that are intuitive, integrated and optimised to require minimum support and deliver BI application and business requirements.</p> <p>Delivering successful outcomes in an environment of limited resources, balanced to meet competing customer needs and expectations, and a high volume workload</p> <p>Operating in an environment where Business Intelligence and development maturity is at a reactive or emerging stage</p> <p>Maintain awareness of trends, developments and information in Data warehousing, Business Intelligence and information management products and solutions</p>
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Section 4 – Key Relationships

Key Internal Relationships	Who?	Business Intelligence (BI) & Data Solutions Manager
	Why?	Escalate issues, keep informed, provide advice and receive instructions
	Who?	Manager, Business Intelligence and Analytics and BIA team members
	Why?	Escalate issues, keep informed, provide advice and receive instructions. Support the development and delivery of objectives and projects
	Who?	Executives, Data Working Groups & Committees
	Why?	Assist with engagement and updates on key projects, issues and priorities
Who?	Health ICT and other Directorates such as PACH, Workforce, & facilities	
Why?	Obtain, monitor and maintain Data extracts, stored procedures, upgrades, and participate in projects	
Does this role routinely interact with external stakeholders ?	YES	
Key External Relationships	Who?	Ministry of Health & Ehealth
	Why?	Support the District's data warehouse and BI function, collaborate on relevant Data and BI projects and solutions, Escalate issues and unresolved data extract support requirements
	Who?	
	Why?	
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?	NO	

Section 5 – Staffing/Responsible for

Direct Reports	Nil
Indirect Reports	Nil

Section 6 – Financial Delegation

As per delegation manual	Nil
Other \$	N/A

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing
	<i>(Free Text)</i>	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees

Section 8 – Selection Criteria

1	Relevant IT/Computer Science tertiary qualifications and/or extensive experience implementing, maintaining and applying specialist knowledge of relational databases, data analysis and data modelling techniques
2	Extensive database and ETL experience working with technology such as Python and MS SQL Server suite with a focus on data extraction, data integration, data quality and dimensional data modelling
3	Proficient in advanced SQL programming including writing stored procedures and querying large, complex data sets. Experience with Python, R, SAS or similar seen as an advantage
4	Demonstrated experience working with large and complex data warehouse or ETL projects demonstrating strong problem solving and strategic thinking skills and take initiative within the delegated area
5	Demonstrated ability working in agile or other software development environments to address organisational change requirements and continuous/rapid development of new and existing systems
6	Team-focussed, adaptable individual who shares knowledge, collaborates with others, and can work productively in a busy office environment or remotely
7	Possess excellent communication skills with demonstrated experience in producing informative technical and non-technical documentation
8	Current drivers licence

Section 9 – Other Requirements (Optional)

Other Requirements	<i>(Mandatory)</i>	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles,
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		responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.

Section 10 – Disqualification Questions

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Repetitive
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Not Applicable
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description

Executive Assistant

Facility/Service	SESLHD
Department	Strategy, Innovation and Improvement
Manager	Director, Strategy, Innovation and Improvement
Position Number	615021
Cost Centre	182048

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	
Position Description Title *:	Executive Assistant	
Does this role require Multiple Awards? Specific classifications (if applicable):	Choose an item.	
Award*	Health Managers (State) Awards	
Position Classification*	Health Manager Level 1	
Job Category Coding (ROB)*	Administration and Health Records	
Job Classification Coding (ROB)*	Administration	
Speciality Coding (ROB)	Executive Assistant	
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	NO	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	The Executive Assistant provides a range of high quality executive, secretarial and administrative support services across a range of complex issues to support the Senior Executive/s and the department or service in the achievement of organisational objectives.

Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Take responsibility for being the point of contact for the Senior Executive/s and the service or directorate, analyse and assess requests in order to prioritise matters, and initiate action exercising discretion and maintaining confidentiality to facilitate the optimal use of the Executive's time. • Manage the diary appointments, records and correspondence of the Executive/s and relevant staff, coordinate travel arrangements and schedule and support meetings to facilitate the effective management of the service or directorate. • Draft, coordinate and review high level communication including submissions, briefing notes and correspondence, to respond to issues and enquiries. • Research, collate and coordinate reports, advice and briefings on complex policy and operational matters to support informed decision making and planning. • Provide expert executive support to committees and meetings, including scheduling meetings, preparing papers and taking minutes. • Monitor, implement and evaluate administrative practices, systems and procedures within the operational area/directorate/division to optimise efficiency and support the delivery of quality outcomes. • Build and maintain effective relationships with key stakeholders, including senior executives and senior leaders, both internal and external, to ensure organisational priorities are met. • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees. • Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service. • Recruit, coach, mentor and performance develop [unit/team] staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit • Perform duties in line with the priorities of the organisation that are appropriate for the grade of the position.
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Section 3 – Key Challenges

<p>Challenges</p>	<p>Managing competing priorities and providing consistently high levels of support, given heavy workloads, short deadlines, and the need to maintain confidentiality and act with discretion.</p> <p>Ensure that all communication is appropriately delivered to the target audience, in terms of style, mode and content.</p>
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Section 4 – Key Relationships

Key Internal Relationships	Who?	Manager
	Why?	Participate in discussions and decisions; escalate issues and propose solution; receive guidance and provide regular updates on key projects, issues and priorities.
	Who?	Senior Executives and staff across the organisation
	Why?	Manage the flow of information, seek clarification, escalate sensitive issues and propose solutions and improvements. Develop and maintain effective working relationships and open channels of communication.
	Who?	
	Why?	Lead, direct, manage and support performance and development
Does this role routinely interact with external stakeholders ?		YES
Key External Relationships	Who?	Other NSW Health organisations and external partners
	Why?	Respond to requests for information or assistance. Provide sound and reliable information within scope; manage expectations, resolve and provide solutions to issues; negotiate outcomes and timeframes.
	Who?	
	Why?	
	Who?	
	Why?	
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Direct Reports	Nil
Indirect Reports	Nil

Section 6 – Financial Delegation

As per delegation manual	Nil
Other \$	Nil

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working
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		with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check <i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing
	(Free Text)	

Section 8 – Selection Criteria

1	Demonstrated experience in providing high level administrative and secretarial support at an executive level.
2	Demonstrated ability to perform a range of management and administrative tasks, while managing own workload under minimal supervision.
3	Demonstrated commitment to maintaining and role modelling a high standard of professional conduct and confidentiality.
4	Demonstrated high level written and verbal communication skills, with the ability to communicate effectively with internal and external stakeholders in a variety of formats and situations.
5	Demonstrated organisational and time management skills including the ability to manage conflicting priorities and solve problems.
6	Willingness to bring a flexible and adaptable approach to the role and to support other staff, departments or services across the organisation as needed to meet organisational priorities.
7	Demonstrated proficiency in the use of computers and standard office software packages, and ability to learn and adapt quickly to new systems and processes.
8	Willingness to travel in accordance with the demands of the role and willingness to work in various locations across the Local Health District as required.

Section 9 – Other Requirements (Optional)

Other Requirements	(Mandatory)	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who do not supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	(Free Text)	

Section 10 – Disqualification Questions

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Frequent

Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Frequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Constant
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Occasional
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Constant
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Frequent
Hand and Arm Movements – repetitive movements of hands and arms	Constant
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Constant
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Infrequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Frequent
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Infrequent
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Infrequent
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description Manager, Business Intelligence and Analytics

Facility/Service	SESLHD
Department	Strategy, Innovation and Improvement (SII)
Manager	Director, SII
Position Number	
Cost Centre	Strategy, Innovation and Improvement (182048)

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	
Position Description Title *	Manager, Business Intelligence and Analytics	
Does this role require Multiple Awards? Specific classifications (if applicable):	Choose an item.	
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 5	
Job Category Coding (ROB)*	Information and Communication Technology IT Management	
Job Classification Coding (ROB)*		
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	YES	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	(Mandatory)	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	(Free Text)	The Manager, Business Intelligence and Analytics is responsible for facilitating the development and coordination of strategies to improve service performance reporting and monitoring. The role will provide strong leadership, strategic direction and governance in the development of business intelligence systems, reporting and applications; data management systems; performance analysis and performance reporting. The Manager BIA will provide day to day oversight and leadership to the Analytics Service Lead, Business Intelligence and Data Warehouse Manager Operations Manager, Performance, ABM and Data Analysts, within the Business Intelligence and Analytics Unit of the South East Sydney Local Health District. Please note that the role has a District remit and as such may be located at any location across the District.

Section 2 – Key Accountabilities

Standard Key Accountabilities*	(Free Text)	<ul style="list-style-type: none"> Develop the District's analytic capability and processes, including: workforce skills, budget management, change management, business process improvement, effective stakeholder and resource management,
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		<p>collaborations, networks and strategic linkages (internal and external to the District);</p> <ul style="list-style-type: none"> • systems architecture, including data warehouses, business intelligence platforms and automated, high quality and integrated data collections; • information and analytics governance structures and processes • Establish and monitor systems for streamlined access to data and requests for services, advice or training relating to analytics and strategy • Establish and implement effective BIA strategic directions and business plans through consultation with SESLHD executive, data working groups, clinicians, end users and Ministry of Health • Develop, maintain and identify opportunities to forge productive strategic relationships with executives, clinicians, managers and other key stakeholders to ensure Business Intelligence, data management and Information reporting objectives are met • Manage and drive the effective, accurate and timely reporting of local data warehouse, BI applications and reporting systems • Provide timely, expert and professional Business Intelligence (BI), data and information management advice • Engage with clinical teams in effective use of data to drive effective activity based management and clinical performance improvements • Remain abreast of classification, counting, coding, costing systems and rules and activity based funding models at both State and local level • Evaluate relevant existing service practices, policy and operational procedures to ensure compliance with all obligatory requirements, maximise organisational safety and achieve continuous improvement so that current and future clinical information and management reporting requirements are met • Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly, impartially and with integrity and by actively advocating organisational principles and values, to ensure that Health Service and Government expectations are met • Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals in order to continuously improve the level of management and leadership in the service • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.
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Section 3 – Key Challenges

Challenges	<p>Working in a complex and ever changing environment to deliver critical business systems while engaging numerous clinicians and managers across the District</p> <p>Increased requirement for provision and use of quality data for Activity Based Management, Activity Based Funding and performance reporting</p> <p>Managing a number of projects concurrently, with varying timelines and workloads, in a high volume work environment</p>
Decision Making	<p>The Manager Business Intelligence and Analytics has substantial autonomy in the</p>

	management of staff and other resources of the Business Intelligence and Analytics Unit including managing the performance of others to achieve work objectives. Undertakes negotiations around timelines for delivery of services.
Communication	Internally, the Manager Business Intelligence and Analytics is required to communicate regularly with clinicians, clinical leaders, facility/service and SESLHD executive Externally, the Manager Business Intelligence and Analytics will develop and maintain effective relationships with NSW Health and Ministry representatives Providing leadership in supporting workforce reform using effective communication strategies

Section 4 – Key Relationships

Key Internal Relationships	Who?	SESLHD/Facility/Service Executives
	Why?	Provision of assistance and advice to executives, departments or individuals in regards to statistical data requirements, performance against Key Performance Indicators and optimise the use of various data elements for reporting
	Who?	Clinicians
	Why?	Engage with clinical teams in effective use of available data to drive activity based funding and clinical performance improvements
	Who?	Ministry of Health
	Why?	Represent SESLHD at significant state-wide and other forums, and support the involvement of the SESLHD by ensuring effective advice on issues relevant to services and programs. Provide advice and respond to requests for information. Provide high level impartial advice on data collection and monitoring.
Does this role routinely interact with external stakeholders ?	Choose an item.	
Key External Relationships	Who?	<i>Consider the key responsibilities of the role and desired outcomes</i>
	Why?	<i>Relationships required to achieve this</i>
	Who?	
	Why?	
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?	NO	

Section 5 – Staffing/Responsible for

Direct Reports	7
Indirect Reports	10

Section 6 – Financial Delegation

As per delegation manual	as per delegation manual
Other \$	

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check <i>Staff who supervise others:</i> As a leader you are expected to support the
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		<p>organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <p><i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing</p>
	(Free Text)	

Section 8 – Selection Criteria

1	Expert knowledge and understanding of current Ministry of Health and Commonwealth policies in relation to data collections, statutory reporting and clinical information as well as relevant experience
2	Advanced analytical skills, including an excellent eye for detail and proven ability to quickly analyse and understand complex information, business processes and concepts and make informed decisions
3	Demonstrated organisational skills and experience working in a high volume and demanding professional environment with a capacity to prioritise competing demands and achieve results with a customer focused approach
4	Excellent interpersonal skills, written and verbal communication skills and a demonstrated capacity to consult and negotiate effectively with all levels of the organisation and with a wide range of stakeholders, ranging from senior health professionals to senior executives of Government agencies.
5	Extensive experience in a large complex health care organization in service/hospital management or health information management, with a sound understanding of NSW and Australian healthcare systems, and of the organisational culture of health care services and facilities in NSW
6	Established high-level leadership, strategic development and management skills to enable a clear and defined outcome focus in a unit of professional staff to produce deliverables within specified timeframes
7	Demonstrated extensive experience of Business Intelligence and/or Data management technical/specialist systems, program, vendor, financial, management, personnel, change and project management skills and experience including program design, implementation and maintenance, reporting and evaluation
8	Current NSW Drivers Licence and a willingness to travel across the district

Section 9 – Other Requirements (Optional)

Other Requirements	(Mandatory)	<p>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</p> <p><i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit</p> <p><i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget</p>
	(Free Text)	

Section 10 – Disqualification Questions

Disqualification Questions	Currently Unavailable
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Section 11 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Frequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Constant
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Occasional
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Constant
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Frequent
Hand and Arm Movements – repetitive movements of hands and arms	Constant
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Constant
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Infrequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Infrequent
Touch – use of touch is an integral part of work performance	Frequent
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Infrequent
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stapladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description

Planning and Partnerships Lead

Facility/Service	South East Sydney Local Health District
Department	Strategy, Innovation and Improvement
Manager	Director Strategy, Innovation and Improvement
Position Number	
Cost Centre	184028

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	
Position Description Title *	Planning and Partnerships Lead	
Does this role require Multiple Awards? Specific classifications (if applicable):		
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 5	
Job Category Coding (ROB)*		
Job Classification Coding (ROB)*		
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	YES	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	(Mandatory)	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	(Free Text)	The Planning and Partnerships Lead provides leadership, management and direction in the development, implementation, monitoring and evaluation of strategic, service, operational and major facility planning across SESLHD. Leading a team of Health Service Planners and project resources, and working closely with the Executive, the role will also actively support the Director Strategy, Innovation and Improvement in developing external partnerships to inform and implement the organisation's strategic priorities. Supporting SESLHD's commitment to the Randwick Health and Innovation Precinct Partnership will be a key focus for the role, as is the design and implementation of a consumer and community engagement framework for SESLHD. The position is responsible for facilitating and informing service and capital planning to improve population health and service sustainability. It leads and contributes to the development of District-wide, long term strategy in

		<p>partnership with site and service leaders and the District's Executive. In a time of significant change in the health system and major investment in redevelopments across the District, the Planning and Partnership Lead has a critical role in delivering the annual business planning process at both the District and site/service level, working collaboratively with the Change and Innovation Lead and District and site/service executives.</p> <p>The position will have high level oversight and management of a number of strategic, health service and business planning projects across SESLHD, ensuring projects produce sought outcomes and are delivered on time and within budget. It will bring extensive planning expertise and utilise effective leadership to guide and manage six FTE in implementing planning and partnership initiatives.</p> <p>Please note that the role has a District remit and as such may be located at any location across the District.</p>
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Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<p>This position provides leadership, strategic direction, professional planning expertise and high-level technical advice to the Planning and Partnerships team and is responsible to:</p> <p>Lead the team in working effectively and collaboratively in a highly complex and political environment, ensuring focus on outcomes and collaboration is maintained throughout</p> <p>Lead the team in regularly identifying opportunities for innovation and strategic alliances and partnerships (internal and external)</p> <p>Regularly assess the health and business environments to identify emerging issues, trends, and evidence-based models of care to consider for future service delivery, acting as an agent of innovation and new ways of doing things</p> <p>Develop strategic plans at the District, service and site level, driving data-led, evidence-based decision making at a strategic level to ensure the most effective use of available and future health resources</p> <p>Lead and contribute to District-wide strategy in partnership with site and service Executives and the District's Executive</p> <p>Effectively engage and collaborate with key clinicians, consumers, community and leadership in understanding and assessing gaps in health service delivery and developing care models that embed value-based care concepts</p> <p>Partner with other business units to facilitate translation of strategic planning into operational priorities</p> <p>Utilise program management methodologies to effectively plan, implement, monitor and report on multiple planning projects, ensuring transparency across the directorate and with key stakeholders, and ensuring timeframes and interdependencies are effectively managed.</p> <p>Understand and apply SESLHD and Ministry of Health planning tools and use of current population estimates, population projections and epidemiological information for the purposes of planning</p> <p>Identify innovative ways for SESLHD to develop relationships and collaboration opportunities with other organisations to facilitate the delivery of SESLHD's strategic priorities</p> <p>Develop and implement strategic partnerships with other organisations, defining high level objectives and specific implementation milestones and developing and executing business plans to achieve them</p> <p>Support SESLHD's commitment to the Randwick Health and Innovation Precinct (RHIP), engaging with partner organisations to create, develop and execute specific initiatives in line with the RHIP strategy</p> <p>Provide strategic oversight and leadership of SESLHD's Non- Government</p>
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		<p>Organisation (NGO) program, in partnership with the Ministry of Health.</p> <p>Implement a consumer and community engagement framework that ensures meaningful consumer engagement and influence on SESLHD strategic priorities utilising a variety of approaches, including co-design</p> <p>Manage the business operations of the Unit, including budget and finance, human resources, performance development of staff, and ensuring performance targets are met</p> <p>Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly, impartially and with integrity and by actively advocating organisational principles and values, to ensure that Health Service and Government expectations are met</p> <p>Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals in order to continuously improve the level of management and leadership in the service</p> <p>All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.</p>
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Section 3 – Key Challenges

Challenges	<p>Managing consultations, negotiations and cross-agency partnership arrangements on sensitive and related issues with a wide range of stakeholders of varying philosophies, priorities, capacities and interests.</p> <p>Maintaining current knowledge of trends and developments including policy and funding initiatives, tools development and the measurement of outcomes, in an environment which is subject to rapid change and development.</p> <p>Delivering a range of high-quality comprehensive plans within tight timeframes and ensuring those plans are implemented and regularly monitored and evaluated where appropriate.</p> <p>Effectively managing clinician and senior leadership expectations in the context of competing interests and viewpoints amongst stakeholders.</p>
Decision Making	<p>The Planning and Partnership Lead has substantial autonomy in the management of staff and other resources of the Planning and Partnership Unit including managing the performance for others to achieve work objectives.</p> <p>Undertakes negotiations around timelines for delivery of services.</p>
Communication	<p>Internally, the Planning and Partnership Lead is required to communicate regularly with clinicians, clinical leads, management and site/service/District Executive to facilitate strategic planning</p> <p>Externally, the Planning and Partnership Lead will develop and maintain effective relationships with key partners</p>

Section 4 – Key Relationships

Key Internal Relationships	Who?	SESLHD/Facility/Service Executives
	Why?	Establish priorities for service and strategic planning Seek alignment of strategic prioritisation and communicating change
	Who?	Clinicians
	Why?	Bring innovative and best-practice examples to influence the development of models of care in service planning
	Who?	Ministry of Health

	Why?	Represent SESLHD at significant state-wide and other forums and support the involvement of SESLHD by ensuring effective advice on issues relevant to services and programs.
Does this role routinely interact with external stakeholders ?		YES
Key External Relationships	Who?	SESLHD Strategic Partners
	Why?	Identify innovative ways for SESLHD to develop relationships and collaboration opportunities with other organisations to facilitate the delivery of SESLHD's strategic priorities
	Who?	
	Why?	
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	6
Indirect Reports	n/a

Section 6 – Financial Delegation

As per delegation manual	as per delegation manual
Other \$	n/a

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	<p>All staff are required to complete and submit a Pre-employment Health Declaration Form</p> <p>Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check</p> <p><i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <p><i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing</p>
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

1	Demonstrated ability to anticipate and resolve problems using innovate and creative solutions and achieve sustainable business outcomes
2	Demonstrated experience in leading and managing the development and evaluation of strategic plans in a large complex health care organization, with a sound understanding of NSW and Australian healthcare systems, political and cross-Health Service issues, and of the organisational culture of health care services and facilities in NSW
3	Highly developed technical skills in the analysis, reporting and presentation of data and information related to health and social service need/demand, using routine data collections and planning tools

4	Excellent interpersonal skills, written and verbal communication skills and a demonstrated capacity to consult and negotiate effectively with all levels of the organisation and with a wide range of stakeholders, ranging from senior health professionals to senior executives of Government agencies
5	Established high-level leadership, strategic development, coaching and management skills to enable a clear and defined outcome focus in a unit of professional staff to produce deliverables within specified timeframes
6	Demonstrated ability to develop and maintain senior level strategic partnerships
7	Demonstrated experience in managing complex programs of work in a large and complex health organisation, including relevant project or health service management qualifications or equivalent. This includes extensive knowledge and demonstrated experience ensuring projects are completed on time, on budget, to quality standards and within agreed scope
8	Current NSW Drivers Licence and a willingness to travel in accordance with the demands of the position

Section 9 – Other Requirements (Optional)

Other Requirements	<i>(Mandatory)</i>	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Frequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Constant
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Occasional
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Constant
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Frequent
Hand and Arm Movements – repetitive movements of hands and arms	Constant
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Constant
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Infrequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Infrequent
Touch – use of touch is an integral part of work performance	Frequent
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Infrequent
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stapladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description

Planning and Partnerships Support Officer

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Improvement
Manager	Planning and Partnerships Lead
Position Number	
Cost Centre	

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	
Position Description Title *:	Planning and Partnerships Support Officer	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 2	
Job Category Coding (ROB)*	Project Management / Project Officer	
Job Classification Coding (ROB)*	Health Manager Level 2	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	NO	
Primary Purpose of the role* A concise summary of the	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.

<p>primary purpose of the role, answering the question: "Why does this role exist?"</p>	<p><i>(Free Text)</i></p>	<p>The Planning and Partnerships Support Officer is responsible for contributing to and supporting a number of projects related to strategic, business and health service development and planning. The role will also support the maintenance of external partnerships to inform and implement the organisation's strategic priorities, and the design and implementation of a consumer and community engagement framework for SESLHD.</p> <p>Please note that the role has a District remit and as such may be located at any location across the District.</p>
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Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<p>Lead aspects of and provide support to a number of health service, business and strategic planning initiatives across all aspects of the project management cycle</p> <p>As part of the core planning team, contribute to and support the application of sound and innovative methods of health services development and planning across all Planning projects including:</p> <ul style="list-style-type: none"> Effectively engaging and collaborating with key clinicians, consumers, community and leadership in understanding and assessing gaps in health service delivery Identification of relevant and new technologies and evidence-based models of care (national and international) to consider for future service delivery Understanding and application of Ministry of Health activity projection tools Understanding and use of current population estimates, population projections and epidemiological information for the purposes of planning Conducting evidence-based data analysis required for service development and planning projects Develop and maintain systems and processes and manage projects following agreed project management methodology to maximise achievement of goals and required levels of skills and performance Build and maintain effective, meaningful and supportive relationships with key stakeholders within and external to SESLHD to ensure priorities are met Manage and undertake high level communications with range of stakeholders involved in health service, business and strategic
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		<p>planning from senior management to clinicians, across disciplines, across SESLHD, NSW Ministry of Health staff and others.</p> <p>Contribute to or lead the preparation of complex documentation including but not limited to briefing papers, submissions, project plans, project status reports. Graphic design capability would be an advantage.</p> <p>Critically reviewing International, Commonwealth, NSW Ministry of Health, SESLHD-wide and other policies and initiatives for implications for health services and strategic planning and implementation across the SESLHD</p> <p>Contribute to regularly identifying opportunities for innovation and strategic alliances and partnerships for SESLHD (internal and external).</p> <p>Where appropriate, participate in and contribute to forums and initiatives related to major initiatives in the SESLHD geographic area (e.g. Randwick Health and Innovation Precinct, Kogarah Collaborative Area) and identify opportunities for advocacy and partnership</p> <p>Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals in order to continuously improve the level of service provision</p> <p>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients and colleagues</p> <p>Provide secretariat support for relevant Steering Committee meetings and other ad hoc meetings to support the project objectives</p> <p>Other tasks and duties as deemed necessary by the manager</p>
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Section 3 – Key Challenges

Challenges	<p>Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources</p> <p>Participating in consultations with internal and external stakeholders often where there are competing needs/objectives</p> <p>Managing competing demands and priorities in a timely and efficient manner to support planning and other initiatives within a rapidly changing healthcare environment</p>	
Decision Making	<p>The Planning and Partnerships Support Officer is required to seek all relevant information in relation to their work and use their influencing skills in order to achieve an outcome which is beneficial to all whilst ensuring work objectives</p>	

	are met Undertakes negotiations around timelines for delivery of milestones and to ensure risks and issues are escalated in a timely manner
Communication	The Planning and Partnerships Support Officer is required to communicate regularly with the local site executive, local teams, the Precinct Program Manager, the Planning and Partnerships Lead and the SI&I Director on planning and partnership initiatives, support, measures, milestones and reports as well as communication to senior executives to support the activities of the project. The Planning and Partnerships Support Officer will develop and maintain effective, meaningful and supportive relationships at the local site and with colleagues within the SI&I Directorate.

Section 4 – Key Relationships

Key Internal Relationships	Who?	Planning and Partnership Lead, Precinct Program Manager
	Why?	The Planning and Partnerships Support Officer will work with the Precinct Program Manager and Planning and Partnership Lead to ensure the projects and activities underway within the Planning and Partnership Unit are aligned with District strategy, highlight successes that can be spread across the District, and strive towards consistency and transparency across the District.
	Who?	The Strategy, Innovation and Improvement (SII) Team
	Why?	The Planning and Partnerships Support Officer will work with the SII Team to link in necessary skills, tools and resources required to meet strategic objectives within sites/services.
	Who?	Site/Service General Manager and Executive Team
	Why?	The Planning and Partnerships Support Officer will work with the Site/Service General Manager and Executive Team to deliver projects and build in sustainability.
Does this role routinely interact with external stakeholders ?		NO
Key External Relationships	Who?	To be discussed on commencement in the position
	Why?	
	Who?	
	Why?	
	Who?	
	Why?	
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Direct Reports	Nil
Indirect Reports	Nil

Section 6 – Financial Delegation

As per delegation manual	Nil
Other \$	N/A

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	<p>All staff are required to complete and submit a Pre-employment Health Declaration Form</p> <p>Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check</p> <p><i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <p><i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing</p>
	<i>(Free Text)</i>	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees

Section 8 – Selection Criteria

1	Relevant tertiary qualifications, or working towards the same, in health management, project management or a related discipline, and/or appropriate health experience
2	Demonstrated understanding or the ability to gain an understanding of the complex NSW Health planning environment and the ability to effectively operate and deliver in such an environment
3	Demonstrated experience in strategic and/or business and/or service planning projects, preferably in a health planning environment.
4	Experience in considering and analysing data from multiple sources required to inform project approach

	and effective solutioning and decision making throughout projects
5	Effective time management and demonstrated ability to prioritise and meet conflicting deadlines
6	Demonstrated ability to work independently and effectively, exercising initiative and judgement as well as the ability to work effectively in a team environment, share knowledge and work co-operatively to achieve outcomes
7	Ability to develop and maintain effective, meaningful and supportive working relationships with senior management and other key stakeholders at all levels of the organisation, with strong communication and interpersonal skills
8	Excellent written communication skills, including experience in the preparation of project documentation, plans, briefing materials and reports. Graphic design skills would be an advantage.
9	Current drivers' licence (with a willingness to travel in accordance with the demands of the position)

Section 9 – Other Requirements (Optional)

Other

Other Requirements	<i>(Mandatory)</i>	<p>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</p> <p><i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit</p> <p><i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget</p>
	<i>(Free Text)</i>	All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.

Section 10 – Disqualification Questions

Disqualification Questions	<i>Currently Unavailable</i>
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Section 12 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Repetitive
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Occasional

Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Not Applicable
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description Precinct Program Manager

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Improvement
Manager	Planning and Partnerships Lead
Position Number	
Cost Centre	182048

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	
Position Description Title *	Precinct Program Manager	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	
Award*	Health_Managers_State_Award	
Position Classification*	Health Mgr Lvl 3	
Job Category Coding (ROB)*	Project_Management	
Job Classification Coding (ROB)*	Program Manager	
Speciality Coding (ROB)	N/A	
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	NO	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	(Mandatory)	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	(Free Text)	The Precinct Program Manager is responsible for leading the program management, overarching coordination and successful delivery of high impact complex projects that together realise the ambition of the Randwick Health & Innovation Precinct. The position ensures strong governance and control of projects, identifying

		<p>interdependencies and leveraging resources to maximize efficiencies and achieve required organisation benefits and outcomes.</p> <p>Working with the Precinct Founding and Collaborating Partners and other key stakeholders, the Precinct Program Manager will lead the development of program planning documentation and project delivery that best supports the successful outcomes and realisation of benefits, aligned to the Randwick Health & Innovation Precinct strategic priorities.</p> <p>Please note that the role has a District remit and as such may be located at any location across the District.</p>
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Section 2 – Key Accountabilities

Standard Key Accountabilities*	(Free Text)	<p><i>Precinct Program Management</i></p> <ul style="list-style-type: none"> • Lead and oversee program across working groups, including business cases, project plans, tracking, and operational reporting to ensure project outcomes are achieved on time and on budget. • Lead key projects, including developing the scope, aims, objectives and key success factors of the projects in collaboration with key stakeholders • Monitor the delivery of led projects to ensure the key measures and aims of the projects are met and make recommendations to address issues/challenges to implementation. Work closely with key stakeholders to ensure that all elements of the projects are delivered in line with the project plan. • Provide guidance and advice to project leads in all aspects of project planning, development and implementation to achieve objectives within required time and costs constraints. • Manage interdependencies and coordination across projects within the Precinct to ensure integrated delivery and minimising adverse business impacts. • Assess, manage and appropriately escalate issues and risks to program delivery, providing expert advice to key stakeholders on strategies and approaches to ensure mitigation where practicable. • Ensure stakeholders have a clear understanding of their role in program delivery and that the required decision making and escalation processes are in place to help achieve the required program outcomes. • Identify and develop strategic opportunities for service development and innovation with internal and external partners, including planning and preparation of proposals, presentations, negotiations and preparation and execution of agreements. • Manage relationships and negotiations between external agencies
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		<p>regarding innovation and improvement proposals for the service.</p> <ul style="list-style-type: none"> • Develop communication strategies to keep all stakeholders informed of project progress • Identify risks and develop plans to mitigate the risks to support the achievement of successful project outcomes • Track and report on project progress, outcomes, risks, milestones and timelines as required by project teams and stakeholders, including Senior Executive. <p>Personal and Organisational Values</p> <ul style="list-style-type: none"> • Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.
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Section 3 – Key Challenges

Challenges	<p>Leading consultations with internal and external stakeholders often where there are competing needs/objectives.</p> <p>Balancing limited resources to meet competing customer needs and expectations and managing a high volume workload while at the same time managing to achieve positive outcomes.</p> <p>Managing time and prioritising issues, given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources.</p>
Decision Making	<p>Capacity to manage own workload and make informed decisions, working to tight and often changing deadlines.</p> <p>Undertakes negotiations around timelines for delivery of services.</p>
Communication	<p>Communication internally with the Chief Executive, Director SII, Planning and Partnerships Lead, General Managers, Senior Executive, Managers and staff within South Eastern Sydney Local Health District.</p> <p>Communication externally with Precinct Founding and Collaborating Partners, Ministry of Health, NGOs, Foundations and industry partners.</p>

Section 4 – Key Relationships

Key Internal Relationships	Who?	Planning and Partnerships Lead
	Why?	<p>Receive leadership, advice and support.</p> <p>Consult and seek guidance on program management direction and strategies.</p> <p>Regularly report on program status, provide high level advice on issues and resolutions.</p> <p>Escalate risks and opportunities, providing advice on options in a timely manner.</p>
	Who?	Working Group Leads and Support Leads
	Why?	<p>Report as required on status and progress of projects across the Precinct.</p> <p>Consult on and seek guidance on program management direction and governance requirements.</p> <p>Consult and collaborate on program planning and issues impacting on deliverables.</p> <p>Identify and address arising issues.</p>
Does this role routinely interact with external stakeholders?		YES
Key External Relationships	Who?	Precinct Founding and Collaborating Partners
	Why?	<p>Establish and maintain relationships as appropriate.</p> <p>Regularly report on program status, provide high level advice on issues and resolutions.</p> <p>Escalate risks and opportunities, providing advice on options in a timely manner.</p>
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Direct Reports	N/A
Indirect Reports	N/A

Section 6 – Financial Delegation

As per delegation manual	N/A
Other \$	0

Section 7 – Essential Requirements

Other Requirements	(Mandatory)	<p>All staff are required to complete and submit a Pre-employment Health Declaration Form</p> <p>Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check</p> <p><i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <p><i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing</p>
	(Free Text)	

Section 8 – Selection Criteria

1	Relevant tertiary qualifications in a health, or relevant equivalent work experience, or a combination of study and work experience.
2	Demonstrated skills in managing a number of strategic projects concurrently, with varying timeframes and workloads, in a high volume and autonomous work environment.
3	Excellent written and verbal communication skills, including proven interpersonal negotiation skills.
4	Demonstrated high level analytical and problem solving skills including the ability to provide authoritative advice and recommendations across a large and complex organisation.
5	Demonstrated ability to develop and maintain effective working relationships with senior management and other key stakeholders.
6	Demonstrated ability to work with internal and external stakeholders, leveraging relationships to obtain best value for the organisation.
7	Current NSW Drivers Licence and willingness to travel to meet the demands of the position.

Section 9 – Other Requirements (Optional)

Other Requirements	(Mandatory)	<p>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</p> <p><i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop</p>
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		staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	(Free Text)	N/A

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	Currently Unavailable
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Section 11 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Not Applicable
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Not Applicable
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Not Applicable
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Constant
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Infrequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Infrequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Constant

PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description Project Coordination and Support Officer

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Improvement
Manager	Strategic Change Manager/Strategic Projects Manager
Position Number	
Cost Centre	

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	
Position Description Title *:	Project Coordination and Support Officer	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 1	
Job Category Coding (ROB)*	Project Management / Project Officer	
Job Classification Coding (ROB)*	Health Manager Level 1	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	NO	
Primary Purpose of the role*	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.

	<i>(Free Text)</i>	<p>The Project Coordination and Support Officer is responsible for providing high level project support to the Change and Innovation Team in establishing, utilising and continuously improving frameworks, processes and tools required for the optimal functioning of the Strategy, Innovation and Improvement Directorate. The Project Coordination and Support Officer will also be responsible for project documentation and secretariat duties for steering committees and other adhoc and regular meetings. The role will support agreed key projects in partnership with the broader project and SII teams.</p> <p>Please note that the role has a District remit and as such may be located at any location across the District.</p>
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Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<i>(Free Text)</i>	<p>Assist in all project documentation including but not limited to project plans, project status reports, project trackers, frameworks, briefs, guides, etc.</p> <p>Support the change management required to effectively introduce the changes necessary to implement and improve project processes and tools, both within the Directorate and external to the Directorate.</p> <p>Provide high level secretariat support as required for internal and external project meetings, workshops and events including arranging of large complex meetings, booking of venue, booking travel and accommodation, preparation and distribution of agenda, papers, coordination of reports and minute-taking as directed</p> <p>Develop relationships and work collaboratively and effectively with staff from other Directorates, and potentially clinical staff and external stakeholders.</p> <p>Appropriately assist in managing incoming communications, including email, telephone and mail and action in accordance with established internal processes to ensure deadlines are met and workflow is maintained</p> <p>Coordinate corporate records in accordance with record retention and other departmental policies. This includes the management of highly sensitive/ confidential information and tracking of documentation into and out of the Directorate using the HPRM documentation management system, and the follow up of outstanding matters requiring responses from the Directorate and other stakeholders.</p>
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		<p>Develop and maintain systems and processes and manage projects following agreed project management methodology to maximise achievement of goals and required levels of skills and performance</p> <p>Provide high level advice, support and guidance regarding project management in order to ensure services are delivered within agreed timeframes, measurement and budgetary constraints under the guidance of the manager</p> <p>Build and maintain effective, meaningful and supportive relationships with key stakeholders within and external to SESLHD to ensure priorities are met</p> <p>Contribute to the development and implementation of business and strategic plans, policies, procedures, standards and practices to ensure innovation and improvement is sustainable including accurate implementation and rigorous evaluation methodologies.</p> <p>Promote continual improvement and focus on superior service by establishing and reviewing performance indicators and relevant reporting systems</p> <p>Resolve conflict and complaints to ensure continuous delivery of quality service</p> <p>Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals in order to continuously improve the level of service provision</p> <p>Engage staff and managers across SESLHD in innovation activities and facilitate sharing of innovation learning and methodologies across SESLHD</p> <p>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients and colleagues</p> <p>Provide secretariat support for relevant Steering Committee meetings and other ad hoc meetings to support the project objectives</p> <p>Other tasks and duties as deemed necessary by the manager</p>
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Section 3 – Key Challenges

Challenges	<p>Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources</p> <p>Managing competing demands and priorities in a timely and efficient manner to</p>
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	support the project within a rapidly changing healthcare environment	
Decision Making	The Project Coordination and Support Officer is required to seek all relevant information in relation to the project and support the team to achieve an outcome which is beneficial to all whilst ensuring work objectives are met	
Communication	<p>Working within a matrix environment, the Project Coordination and Support Officer is required to communicate regularly with the local site teams, the SI&I team and the Planning and Partnership Lead on project management, support, measures, milestones and reports.</p> <p>The Project Coordination and Support Officer will develop and maintain effective, meaningful and supportive relationships at the local site and with colleagues within the SI&I Directorate.</p>	

Section 4 – Key Relationships

Key Internal Relationships	Who?	Strategic Projects Managers, Strategic Priorities Project Officers
	Why?	The Project Coordination and Support Officer will work with the Strategic Projects Managers and Strategic Priorities Project Officers to ensure the projects and activities underway within the site/service are aligned with District strategy, highlight successes that can be spread across the District, strive towards consistency and transparency across the District.
	Who?	The Strategy, Innovation and Improvement (SII) Team
	Why?	The Project Coordination and Support Officer will work with the SII Team to link in necessary skills, tools and resources required to meet strategic objectives within sites/services.
	Who?	Site/Service General Manager and Executive Team
	Why?	The Project Coordination and Support Officer will work with the Site/Service General Manager and Executive Team to support the delivery of projects and build in sustainability.
Does this role routinely interact with external stakeholders ?		NO
Key External Relationships	Who?	
	Why?	
	Who?	
	Why?	
	Who?	
	Why?	
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Direct Reports	Nil
Indirect Reports	Nil

Section 6 – Financial Delegation

As per delegation manual	Nil
Other \$	N/A

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	<p>All staff are required to complete and submit a Pre-employment Health Declaration Form</p> <p>Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check</p> <p><i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <p><i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing</p>
	<i>(Free Text)</i>	<p>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</p>

Section 8 – Selection Criteria

1	Relevant qualifications in health management, project management or a related discipline, and/or appropriate health experience
2	Demonstrated knowledge of the health service industry and an ability to apply that knowledge to achieve high standards of quality, efficiency and effectiveness in the delivery of health services
3	Demonstrated experience working with multidisciplinary teams, and an ability to motivate and to use initiative as well as the ability to provide advice and recommendations across a large and complex organisation
4	Effective time management and demonstrated ability to prioritise and meet conflicting deadlines with strong communication and interpersonal skills
5	Demonstrated ability to work independently and effectively, exercising initiative and judgement as well as the ability to work effectively in a team environment, share knowledge and work co-operatively to achieve outcomes
6	Ability to develop and maintain effective, meaningful and supportive working relationships with senior management and other key stakeholders at all levels of the organisation
7	Demonstrated project management skills, and experience in the use of improvement science and /or change management methodologies to support and lead change.

8	Sound facilitation skills and proficient computer skills particularly in Microsoft Office applications including but not limited to PowerPoint, Word, Excel, Outlook, to prepare meeting agendas, documentation of meeting action items, briefs, reports and PowerPoint presentations
9	Current drivers' licence (with a willingness to travel in accordance with the demands of the position)

Section 9 – Other Requirements (Optional)

Other Requirements	<i>(Mandatory)</i>	<p>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</p> <p><i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit</p> <p><i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget</p>
	<i>(Free Text)</i>	All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.

Section 10 – Disqualification Questions

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Repetitive
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent

Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Not Applicable
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stapladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description

Project Coordinator

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Improvement
Manager	Planning and Partnerships Lead
Position Number	
Cost Centre	

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	
Position Description Title *:	Project Coordinator	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 1	
Job Category Coding (ROB)*	Project Management / Project Officer	
Job Classification Coding (ROB)*	Health Manager Level 1	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	NO	
Primary Purpose of the role* A concise summary of the	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.

<p>primary purpose of the role, answering the question: "Why does this role exist?"</p>	<p><i>(Free Text)</i></p>	<p>The Project Coordinator is responsible for providing high level project and administrative support to the Planning and Partnerships Team in establishing, utilising and continuously improving frameworks, processes and tools required for the optimal functioning of the Strategy, Innovation and Improvement Directorate. The Project Coordinator will also be responsible for project documentation and secretariat duties for steering committees and other adhoc and regular meetings.</p> <p>Please note that the role has a District remit and as such may be located at any location across the District.</p>
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Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<p>Assist in all project and planning documentation including but not limited to project plans, project status reports, project trackers, frameworks, briefs, guides, etc.</p> <p>Develop the knowledge required to effectively use SESLHD and NSW Health planning tools</p> <p>Support the change management required to effectively introduce the changes necessary to implement and improve project processes and tools, both within the Directorate and external to the Directorate.</p> <p>Provide high level secretariat support as required for internal and external project meetings, workshops and events including arranging of large complex meetings, booking of venue, booking travel and accommodation, preparation and distribution of agenda, papers, coordination of reports and minute-taking as directed</p> <p>Develop relationships and work collaboratively and effectively with staff from other Directorates, and potentially clinical staff and external stakeholders.</p> <p>Appropriately assist in managing incoming communications, including email, telephone and mail and action in accordance with established internal processes to ensure deadlines are met and workflow is maintained</p> <p>Coordinate corporate records in accordance with record retention and other departmental policies. This includes the management of highly sensitive/confidential information and tracking of documentation into and out of the Directorate using the HPRM documentation management system, and the follow up of outstanding matters requiring responses from the Directorate and other stakeholders.</p>
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		<p>Develop and maintain systems and processes and manage projects following agreed project management methodology to maximise achievement of goals and required levels of skills and performance</p> <p>Build and maintain effective, meaningful and supportive relationships with key stakeholders within and external to SESLHD to ensure priorities are met</p> <p>Contribute to the development and implementation of business and strategic plans, policies, procedures, standards and practices to ensure innovation and improvement is sustainable including accurate implementation and rigorous evaluation methodologies.</p> <p>Promote continual improvement and focus on superior service by establishing and reviewing performance indicators and relevant reporting systems</p> <p>Resolve conflict and complaints to ensure continuous delivery of quality service</p> <p>Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals in order to continuously improve the level of service provision</p> <p>Engage staff and managers across SESLHD in innovation activities and facilitate sharing of innovation learning and methodologies across SESLHD</p> <p>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients and colleagues</p> <p>Provide secretariat support for relevant Steering Committee meetings and other ad hoc meetings to support the project objectives</p> <p>Other tasks and duties as deemed necessary by the manager</p>
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Section 3 – Key Challenges

Challenges	<p>Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources</p> <p>Managing competing demands and priorities in a timely and efficient manner to support the project within a rapidly changing healthcare environment</p>	
Decision Making	<p>The Project Coordinator is required to seek all relevant information in relation to the project and support the team to achieve an outcome which is beneficial to all whilst ensuring work objectives are met</p>	
Communication	<p>Working within a matrix environment, the Project Coordinator is required to communicate regularly with the local site teams, the SI&I team and the Planning and Partnership Lead on project management, support, measures, milestones and reports.</p> <p>The Project Coordinator will develop and maintain effective, meaningful and supportive relationships at the local site and with colleagues within the SI&I Directorate.</p>	

Section 4 – Key Relationships

Key Internal Relationships	Who?	Planning and Partnership team members, Planning and Partnership Lead
	Why?	The Project Coordinator will work with the Health Service Planners and Planning and Partnerships Support Officers to ensure planning and partnerships activities are aligned with District strategy, highlight successes that can be spread across the District, and strive towards consistency and transparency across the District.
	Who?	The Strategy, Innovation and Improvement (SI&I) Team
	Why?	The Project Coordinator will work with the SI&I Team to link in necessary skills, tools and resources required to meet strategic objectives.
	Who?	
	Why?	
Does this role routinely interact with external stakeholders ?		YES
Key External Relationships	Who?	Consumers, community representatives, other government agencies and non-government organisations
	Why?	To support the work of the Board Strategic Community Partnerships Committee and to support consumer and community engagement
	Who?	
	Why?	
	Who?	
	Why?	
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Direct Reports	Nil
Indirect Reports	Nil

Section 6 – Financial Delegation

As per delegation manual	Nil
Other \$	N/A

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	All staff are required to complete and submit a Pre-employment Health Declaration Form
		Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check

		<p><i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <p><i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing</p>
	(Free Text)	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees

Section 8 – Selection Criteria

1	Demonstrated experience in the provision of project related activities and high level administrative support in a complex work environment. Experience in a health service environment, particularly health service planning experience, would be an advantage
2	Demonstrated ability to work independently and effectively, exercising initiative and judgement as well as the ability to work effectively in a team environment, share knowledge and work co-operatively to achieve outcomes
3	Proven ability to minute take and support the preparation of required meeting documentation including agendas, presentations, briefs, etc
4	Demonstrated project management skills, effective time management and demonstrated ability to prioritise and meet conflicting deadlines with strong communication and interpersonal skills
5	Ability to develop and maintain effective, meaningful and supportive working relationships with a range of stakeholders at all levels of the organisation, and externally
7	Sound facilitation skills and proficient computer skills particularly in Microsoft Office applications including but not limited to PowerPoint, Word, Excel, Outlook, to prepare meeting agendas, documentation of meeting action items, briefs, reports and PowerPoint presentations. Knowledge of NSW Health Planning Tools would be an advantage
8	Current drivers' licence (with a willingness to travel in accordance with the demands of the position)

Section 9 – Other Requirements (Optional)

Other Requirements	(Mandatory)	<p>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</p> <p><i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit</p> <p><i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget</p>
	(Free Text)	All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Repetitive
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Not Applicable
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable



Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description Project Officer

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Improvement
Manager	Strategic Change Manager/Strategic Projects Manager
Position Number	
Cost Centre	

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *	Project Officer	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 2	
Job Category Coding (ROB)*	Project Management / Project Officer	
Job Classification Coding (ROB)*	Health Manager Level 2	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	NO	
Primary Purpose of the role* A concise summary of the	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.

<p>primary purpose of the role, answering the question: "Why does this role exist?"</p>	<p><i>(Free Text)</i></p>	<p>The Project Officer is responsible for the effective and efficient management of allocated projects in the South Eastern Sydney Local Health District (SESLHD) within the agreed timeframes, budget, quality and resources to deliver the organisation's objectives. The Project Officer will deliver agreed key projects in partnership with the local executive, clinical teams and management.</p> <p>The Project Officer will be responsible for managing or initiating projects, following project management methodology, to ensure that the project produces the required outputs, outcomes and capabilities that will enable the delivery of projected benefits. The Project Officer will document the scope, responsibilities and deliverables associated with each project and maintain regular communications with the local executive and the Strategic Projects Manager/Strategic Change Manager.</p> <p>Please note that the role has a District remit and as such may be located at any location across the District.</p>
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Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Develop and maintain systems and processes and manage projects following agreed project management methodology to maximise achievement of goals and required levels of skills and performance • Provide high level advice, support and guidance regarding project management in order to ensure services are delivered within agreed timeframes, measurement and budgetary constraints under the guidance of the manager • Build and maintain effective, meaningful and supportive relationships with key stakeholders within and external to SESLHD to ensure priorities are met • Contribute to the development and implementation of business and strategic plans, policies, procedures, standards and practices to ensure innovation and improvement is sustainable including accurate implementation and rigorous evaluation methodologies. • Promote continual improvement and focus on superior service by establishing and reviewing performance indicators and relevant reporting systems • Resolve conflict and complaints to ensure continuous delivery of quality service • Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals in order to continuously improve the level of service provision • Engage staff and managers across SESLHD in innovation activities and facilitate sharing of innovation learning and methodologies across SESLHD • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients and colleagues • Provide secretariat support for relevant Steering Committee meetings and other ad hoc meetings to support the project objectives • Other tasks and duties as deemed necessary by the manager
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Section 3 – Key Challenges

Challenges	<p>Working to change ingrained cultural norms that do not support change</p> <p>Managing a high-volume workload whilst concurrently managing to achieve positive outcomes</p> <p>Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources</p> <p>Participating in consultations with internal and external stakeholders often where there are competing needs/objectives</p> <p>Managing competing demands and priorities in a timely and efficient manner to support the project within a rapidly changing healthcare environment</p>
Decision Making	<p>The Project Officer is required to seek all relevant information in relation to the project and use their influencing skills in order to achieve an outcome which is beneficial to all whilst ensuring work objectives are met</p> <p>Undertakes negotiations around timelines for delivery of milestones and to ensure risks and issues are escalated in a timely manner</p>
Communication	<p>Working within a matrix environment, the Project Officer is required to communicate regularly with the local site executive, local teams and the Strategic Change Manager/Strategic Projects Manager on project management, support, measures, milestones and reports as well as communication to senior executives to support the activities of the project.</p> <p>The Project Officer will develop and maintain effective, meaningful and supportive relationships at the local site and with colleagues within the SI&I Directorate.</p>

Section 4 – Key Relationships

Key Internal Relationships	Who?	Strategic Projects/Change Manager, Director of Strategy, Innovation and Improvement (SII)
	Why?	The Project Officer will work with the Strategic Projects/Change Manager and Director of SII to ensure the projects and activities underway within the site/service are aligned with District strategy, highlight successes that can be spread across the District, strive towards consistency and transparency across the District.
	Who?	The Strategy, Innovation and Improvement (SII) Team
	Why?	The Project Officer will work with the SII Team to link in necessary skills, tools and resources required to meet strategic objectives within sites/services.
	Who?	Site/Service General Manager and Executive Team
	Why?	The Project Officer will work with the Site/Service General Manager and Executive Team to deliver projects and build in sustainability.
Does this role routinely interact with external stakeholders ?		NO
Key External Relationships	Who?	To be discussed on commencement in the position
	Why?	
	Who?	
	Why?	
	Who?	
Why?		
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Direct Reports	Nil
Indirect Reports	Nil

Section 6 – Financial Delegation

As per delegation manual	Nil
Other \$	N/A

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	<p>All staff are required to complete and submit a Pre-employment Health Declaration Form</p> <p>Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check</p> <p><i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <p><i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing</p>
	<i>(Free Text)</i>	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees

Section 8 – Selection Criteria

1	Relevant tertiary qualifications, or working towards the same, in health management, project management or a related discipline, and/or appropriate health experience
2	Demonstrated knowledge of the health service industry and an ability to apply that knowledge to achieve high standards of quality, efficiency and effectiveness in the delivery of health services.
3	Demonstrated experience working with multidisciplinary teams, and an ability to motivate, lead and to use initiative as well as the ability to provide authoritative advice and recommendations across a large and complex organisation
4	Effective time management and demonstrated ability to prioritise and meet conflicting deadlines with strong communication and interpersonal skills
5	Ability to develop and maintain effective, meaningful and supportive working relationships with senior management and other key stakeholders at all levels of the organisation
6	Demonstrated project management skills, and experience in the use of improvement science and /or change management methodologies to support and lead change
7	Excellent facilitation skills and proficient computer skills particularly in Microsoft Office applications including but not limited to PowerPoint, Word, Excel, Outlook
8	Current drivers' licence (with a willingness to travel in accordance with the demands of the position)

Section 9 – Other Requirements (Optional)

Other	<i>(Mandatory)</i>	Act as an appropriate and effective role model and promote a culture and
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Requirements		supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	(Free Text)	All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.

Section 10 – Disqualification Questions

Disqualification Questions	Currently Unavailable
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Section 11 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Repetitive
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Not Applicable
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY

Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable



Position Description Senior BI Developer

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Improvement
Manager	Manager, Business Intelligence & Analytics
Position Number	
Cost Centre	181219

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	
Position Description Title *:	Senior BI Developer	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	
Award*	Computer Staff State Award	
Position Classification*	Computer Manager Grade 2	
Job Category Coding (ROB)*	Information and Communication Technology	
Job Classification Coding (ROB)*	Developers_or_Programers	
Speciality Coding (ROB)		
Does this role require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	NO	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	<p>The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.</p> <p>SESLHD recognises that data is one of its most valuable assets. BIA team are responsible for delivering the Data Warehouse, BI and Analytics strategies that provides a robust, secure, reliable platform that delivers a single source of truth and enables clinicians and managers to use data and analysis to make critical business decisions.</p>
	<i>(Free Text)</i>	<p>The Senior BI Developer position is responsible for the design, development, testing, implementation and ongoing management of SESLHD's Business Intelligence (BI) visualisation, reports , dashboards and technical solutions that enable delivery of the BI roadmap, reporting and analytics frameworks.</p> <p>Requires a self-driven, creative and critical thinker who can work with data warehouse platforms, cross-functional teams and a range of stakeholders, and provide expertise to create innovative analytics and BI visualisation solutions</p>

		<p>that meet business and clinical needs.</p> <p>The position is also responsible for maintaining the existing BI reporting platforms, ensuring these applications continuously run efficiently and effectively.</p> <p>Please note that the role has a District remit and as such may be located at any location across the District.</p>
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Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Responsible for BI architecture, design, and development of complex and innovative BI dashboards, applications and reporting solutions, that align with BI roadmap and analytics framework. • Translate business requirements into specifications that will be used to design and implement BI reports and dashboards, created from potentially multiple data sources. • Utilise various BI tools (MS SQL Reporting service, QlikView, QlikSense, Power BI etc) , scripting languages (Python, R, etc) and ETL framework (SQL, Python etc to write stored procedures, data extractions, and develop efficient dashboards , reporting and visualisation applications. • Design and develop dashboards and reporting solutions in line with BI roadmap prioritisation and projects requirements, undertake rigorous UAT, and conduct product showcases to BI and project stakeholders • Participate in business analysis activities to gather required reporting and dashboard requirements as required. • Participate in maintenance and support of BI platform, servers, development and test environments, software licensing, software upgrades and report migration • Investigate and resolve technical problems and issues assigned in a timely manner, and provide support as required to ensure the availability and performance of developed reports, dashboards and applications for both external and internal users. • Develop and maintain BI technical, process and testing documentation, frameworks and standards, and develop guides, training content and presentations as required. • Develop and conduct informal and formal training to BI users and stakeholders, to improve their use and understanding of relevant BI reporting, dashboards and applications. • Work collaboratively with BIA team to ensure the BI platform, dashboards and applications supports District reporting, BI roadmap and analytics framework.
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		<ul style="list-style-type: none"> • Cultivate close working relationship with key internal stakeholders, Ministry and vendors to support collaboration on BI platforms, dashboard, reporting, and projects relevant to the role to ensure objectives are met. • Evaluate relevant existing service practices, policy and operational procedures by applying a practical and innovative risk management approach to ensure compliance with all obligatory requirements and to maximise organisational safety and to achieve continuous improvement • Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly, impartially and with integrity and by actively advocating organisational principles and values, to ensure that Health Service and Government expectations are met • Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.
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Section 3 – Key Challenges

Key Challenges	<p>Produce user-friendly and intuitive BI and reporting solutions that will require minimum support and training for the end user</p> <p>Delivering successful outcomes in an environment of limited resources, balanced to meet competing customer needs and expectations, in a high volume workload and complex technical environment</p> <p>Operating in an environment where Business Intelligence and development maturity is at a reactive or emerging stage</p> <p>Maintain awareness of trends, developments and emerging technologies in Business Intelligence and information management products and solutions</p>
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Section 4 – Key Relationships

Key Internal Relationships	Who?	Business Intelligence (BI) & Data Solutions Manager
	Why?	Escalate issues, keep informed, provide advice and receive instructions
	Who?	Manager Business Intelligence & Analytics, and BIA team members
	Why?	Escalate issues, keep informed, provide advice and receive instructions. Support the development and delivery of objectives and projects
	Who?	Executives, Data Working Groups & Committees
	Why?	Provide regular updates on key projects, issues and priorities
	Who?	Health ICT and other Directorates such as PACH, Workforce, & facilities
	Why?	Developing and collaborating on BI platform, dashboards and reports requests, development, UAT and BI projects

Does this role routinely interact with external stakeholders ?	YES
Key External Relationships	Who? Ministry of Health & Ehealth
	Why? Represent the District's BI and analytics function, collaborate on relevant Data and BI projects and solutions, Escalate issues and unresolved data extract support requirements
	Who? Other LHD BI & Data Managers
	Why? Collaborate and share knowledge and improve standardisation
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?	NO

Section 5 – Staffing/Responsible for

Direct Reports	Nil
Indirect Reports	Nil

Section 6 – Financial Delegation

As per delegation manual	Nil
Other \$	N/A

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	<p>All staff are required to complete and submit a Pre-employment Health Declaration Form</p> <p>Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check</p> <p><i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <p><i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing</p>
	<i>(Free Text)</i>	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees

Section 8 – Selection Criteria

1	Relevant IT/ tertiary qualifications and/or extensive experience in complete information system development life cycle including requirements gathering, design, development, test, delivery and maintenance.
2	Proven ability to develop complex and compelling Business Intelligence data visualisation, reports and dashboards using various platforms, including Qlikview, QlikSense, Microsoft reporting suite or similar tools. Additional experience in R and Python seen as an advantage
3	Proficient in advanced SQL programming including writing stored procedures and manipulating large, complex data sets. Experience in ETL technologies and Python seen as an advantage
4	Experience with large and complex Business Intelligence projects demonstrating strong problem solving and strategic thinking skills, including the ability to make complex judgements and take initiative within the delegated area
5	Demonstrated ability working in agile or other software development environments to address organisational change requirements and continuous/rapid development of new and existing systems
6	Team-focussed, adaptable individual who shares knowledge, builds the skills of others and can work productively in a busy office environment or remotely
7	Possess excellent communication skills with experience in presenting, facilitating group training, translating business needs into technical solutions and producing informative technical and non-technical documentation
8	Current drivers licence

Section 9 – Other Requirements (Optional)

Other Requirements	<i>(Mandatory)</i>	<p>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</p> <p><i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit</p> <p><i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget</p>
	<i>(Free Text)</i>	All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.

Section 10 – Disqualification Questions

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Repetitive
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Not Applicable
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable



Health
South Eastern Sydney
Local Health District

Position Description Senior Business Analyst

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Improvement
Manager	Manager, Business Intelligence & Analytics
Position Number	
Cost Centre	181219

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	
Position Description Title *:	Senior Business Analyst	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	
Award*	Computer_Staff_State_Award	
Position Classification*	Computer Manager Grade 2	
Job Category Coding (ROB)*	Information and Communication Technology	
Job Classification Coding (ROB)*	Developers_or_Programers	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	NO	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. SESLHD recognises that data is one of its most valuable assets. BIA team are responsible for delivering the Data Warehouse, BI and Analytics strategies that provides a robust, secure, reliable platform that delivers a single source of truth and enables clinicians and managers to use data and analysis to make critical business decisions.
	<i>(Free Text)</i>	The Senior Business Analyst position is responsible to lead business requirements definition activities across a range of diverse stakeholders. To gather and document Business Intelligence, reporting and analytical requirements, define scope and objectives, review, analyse and evaluate

		<p>business process, systems and user needs.</p> <p>This role combines a strong mix of business, analytical, communication and IT knowledge along with ability to develop key relationships and adapt in a fast paced environment to contribute towards the District's BI roadmap and analytics vision.</p> <p>Please note that the role has a District remit and as such may be located at any location across the District.</p>
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Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<p>Responsible to gather, document, review, analyse and validate business needs, objectives, requirements and processes for the development of Business Intelligence, reporting and analytics applications and solutions.</p> <p>Facilitate and lead requirement gathering and definition activities and workshops with data working groups, executive, clinicians and other stakeholders.</p> <p>Cultivate and maintain functional relationships with all stakeholders in order to gather information, understand stakeholder interest, negotiate priorities and manage expectations with these stakeholders.</p> <p>Analyse and model the business requirements and current processes to create a complete picture of workflows, functional and technical requirements</p> <p>Represent those functional and technical requirements as solutions and dimensional models to support BI Applications and District reporting needs</p> <p>Develop test plans, UAT, data validation process documentation and use cases to test that BI solutions will meet and deliver the agreed business requirements and objectives.</p> <p>Create and maintain business requirements documentation, functional and technical documentation.</p> <p>Develop and maintain project and deliverables status reporting, updates and presentations as required</p> <p>Contribute to the implementation and maintenance of system, process and testing documentation, frameworks, and standards, and develop guides, training content and presentations as required.</p> <p>Work collaboratively with BIA team to ensure the data warehouse and local reporting solution (LRS) platform supports District reporting, BI roadmap and analytics framework.</p> <p>Evaluate relevant existing service practices, policy and operational procedures by applying a practical and innovative risk management approach to ensure compliance with all obligatory requirements and to maximise organisational safety and to achieve continuous improvement</p> <p>Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly, impartially and with integrity and by actively advocating organisational principles and values, to ensure that Health Service and Government expectations are met</p>
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		<p>Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals</p> <p>All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.</p>
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Section 3 – Key Challenges

Key Challenges	<p>Coordination, engagement, influencing and managing the expectations of a diverse range of stakeholders with competing interest and needs.</p> <p>Understanding, analysing and problem solving across clinical and business requirements and processes to develop clear scope and functional BI and analytical solutions.</p> <p>Delivering successful outcomes in an environment of limited resources, balanced to meet competing customer needs and expectations, and a high volume workload</p> <p>Operating in an environment where Business Intelligence and project maturity is at a reactive or emerging stage</p>
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Section 4 – Key Relationships

Key Internal Relationships	Who?	Business Intelligence (BI) & Data Solutions Manager
	Why?	Escalate issues, keep informed, provide advice and receive instructions
	Who?	Manager Business Intelligence & Analytics, and BIA team members
	Why?	Escalate issues, keep informed, provide advice and receive instructions. Support the development and delivery of objectives and projects
	Who?	Executives, Data Working Groups & Committees
	Why?	Requirements gathering, and provide regular updates on key projects, issues and priorities
	Who?	Senior Clinicians, business analysts, process owners across SESLHD
	Why?	Requirements gathering, data, process & system mapping, problem solving and participate in projects
Does this role routinely interact with external stakeholders ?		YES
Key External Relationships	Who?	Other LHD BI & Data Managers
	Why?	Collaborate and share knowledge and improve standardisation
	Who?	
	Why?	

Is this a Public Senior Executive Role which manages relationship at the Ministerial level?	NO
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Section 5 – Staffing/Responsible for

Direct Reports	Nil
Indirect Reports	Nil

Section 6 – Financial Delegation

As per delegation manual	Nil
Other \$	N/A

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	<p>All staff are required to complete and submit a Pre-employment Health Declaration Form</p> <p>Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check</p> <p><i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <p><i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing</p>
	<i>(Free Text)</i>	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees

Section 8 – Selection Criteria

1	Relevant IT/Computer Science tertiary qualifications and/or extensive experience as senior business analyst on large or complex data and analytics roles and projects. Experience with health data and analytics seen as an advantage
2	Demonstrated consultative approach to engaging a diverse range of stakeholders, understanding and documenting business requirements, analysing process and systems, and solving business problems using agile methodology such as PRINCE2 .
3	Strong knowledge and practical experience working with Information Strategy, Data and Analytics,

	Information Lifecycle management , Business Intelligence visualisation initiatives and developing software solutions. Ability to write SQL desirable.
4	Proven experience in presenting, facilitating requirements workshops, translating business needs and requirements into technical solutions and producing informative technical and non-technical documentation
5	Demonstrated strong problem solving and analytical skills, including the ability to make complex judgements and take initiative within the delegated area
6	Demonstrated excellent, interpersonal, oral and written communication skills with extensive experience in engaging senior business stakeholders to communicate complex concepts and ideas.
7	Team-focussed, adaptable individual who shares knowledge, builds the skills of others and can work productively in a busy office environment or remotely
8	Current drivers licence (and willingness to travel to SESLHD sites as required)

Section 9 – Other Requirements (Optional)

Other Requirements	<i>(Mandatory)</i>	<p>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</p> <p><i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit</p> <p><i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget</p>
	<i>(Free Text)</i>	All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.

Section 10 – Disqualification Questions

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Repetitive
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent

Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Not Applicable
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description Strategic Change Manager

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Improvement
Manager	Change and Innovation Lead
Position Number	
Cost Centre	182048

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	
Position Description Title *	Strategic Change Manager	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 4	
Job Category Coding (ROB)*	Project Management / Project Officer	
Job Classification Coding (ROB)*	Health Manager Level 4	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	NO	
Primary Purpose of the role*	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.

<p>A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"</p>	<p><i>(Free Text)</i></p>	<p>The Strategic Change Manager provides strong leadership and senior management of a team of change management resources while overseeing the delivery of complex change projects. The role leads and facilitates engagement and collaboration between Sites, Services, Directorates, and key stakeholders internal and external to the organisation to implement strategic change management projects that will improve the level and quality of health services delivery across SESLHD.</p> <p>The role is responsible for providing leadership, technical advice and proactive support to sites and services within SESLHD regarding the design, execution and evaluation of change management activities. Working with Change Managers and clinicians, the role will manage the implementation of clinical redesign initiatives.</p> <p>The Strategic Change Manager will work collaboratively with internal and external stakeholders in the innovation of new programs, frameworks and Models of Care across the LHD.</p> <p>This position will undertake the full role of project management activities including project planning, stakeholder engagement, and milestone reporting.</p> <p>The Strategic Change Manager must be able to understand and operate at a strategic and operational level.</p> <p>Please note that the role has a District remit and as such may be located at any location across the District.</p>
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Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Provide leadership and direction to staff to ensure continuous effective service delivery and a performance based, innovative, responsive and accountable customer focused work culture • Recruit, coach, mentor and performance develop staff, to develop the capabilities of the team, provide for succession and successfully deliver all key milestones and outcomes of the projects • Implement frameworks to build organisational capacity in change management, using appropriate change methodologies • Work with Agency for Clinical Innovation to support the implementation of clinical redesign initiatives, providing coaching and mentoring to redesign project teams • Facilitate ongoing improvements to the quality of care for the community and patients and the standard of service across SESLHD in collaboration with General Managers, Directors and Clinicians • Support a culture of researching, informing, implementing and reviewing the organisation's performance against national and international benchmarks in the delivery of care • Manage all aspects of the project management cycle, including preparing business cases and project plans, identifying and allocating resources, developing and managing budgets, communication and meeting reporting requirements to ensure project outcomes are achieved on time, on budget
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		<p>and to quality standards.</p> <ul style="list-style-type: none"> • Develop, maintain and identify opportunities to forge productive strategic relationships with staff and other key stakeholders, industry, sponsors and relevant agencies, through fostering collaborative partnerships • Provide expert advice about the feasibility and suitability of proposed solutions to optimise business performance • Contribute to the development and implementation of business and strategic plans, policies, procedures, standards and practices to ensure innovation and improvement is sustainable including accurate implementation and rigorous evaluation methodologies. • Manage the development and implementation of systems to ensure clinical redesign and clinical service development are sustainable across SESLHD • Apply statistical tools for planning, researching, analysing, reporting and implementing findings to continually improve the delivery of care across SESLHD. • Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals in order to continuously improve the level of service provision • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients and colleagues • Other tasks and duties as deemed necessary by the manager
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Section 3 – Key Challenges

Challenges	<p>Ensure a highly professional, performance based, innovative, responsive and accountable customer service culture within the team</p> <p>Working to change ingrained cultural norms that do not support change</p> <p>Managing a high-volume workload whilst concurrently managing to achieve positive outcomes</p> <p>Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources</p> <p>Participating in consultations with internal and external stakeholders often where there are competing needs/objectives</p> <p>Managing competing demands and priorities in a timely and efficient manner to support the project within a rapidly changing healthcare environment</p>
Decision Making	<p>The Strategic Change Manager has substantial autonomy in the management of staff and other resources of the Directorate including managing the performance of other staff to achieve work objectives.</p>

	Undertakes negotiations around timelines for delivery of milestones and to ensure risks and issues are escalated in a timely manner
Communication	Internally, the Strategic Change Manager is required to communicate regularly with other directors, senior managers and clinicians and staff. Externally, the Strategic Change Manager will develop and maintain effective relationships with stakeholders and consultants.

Section 4 – Key Relationships

Key Internal Relationships	Who?	The Change and Innovation Lead and Director Strategy, Innovation and Improvement
	Why?	The Strategic Change Manager will work with the Change and Innovation Lead and the Director of SII to ensure the projects and activities underway within the site/service are aligned with District strategy, highlight successes that can be spread across the District, and strive towards consistency and transparency across the District.
	Who?	Site/Service General Manager and Executive Team
	Why?	The Strategic Change Manager will work with the Site/Service General Manager and Executive Team to improve capacity for change, deliver projects and build in sustainability.
Does this role routinely interact with external stakeholders ?		NO
Key External Relationships	Who?	To be discussed on commencement in the position
	Why?	
	Who?	
	Why?	
	Who?	
	Why?	
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Direct Reports	5
Indirect Reports	Nil

Section 6 – Financial Delegation

As per delegation manual	Nil
Other \$	N/A

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	<p>All staff are required to complete and submit a Pre-employment Health Declaration Form</p> <p>Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check</p> <p><i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <p><i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing</p>
	<i>(Free Text)</i>	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees

Section 8 – Selection Criteria

1	Demonstrated experience in managing organisation change and project management and the implementation of projects, frameworks and/or initiatives in a large and complex health organisation, including relevant qualifications or equivalent work experience. This includes extensive knowledge and demonstrated experience ensuring projects are completed on time, on budget, to quality standards and within agreed scope.
2	High level skills in conceptual and systemic thinking on the successful application of innovative approaches
3	Demonstrated ability to communicate and negotiate change and improvement initiatives with senior clinicians and executives
4	Superior organisational skills and experience working in a high volume and demanding professional environment with proven capacity to prioritise, multi-task, achieve business goals, perform and always work with a customer focused approach.
5	Excellent interpersonal, influencing and negotiation skills with demonstrated experience engaging, collaborating, and influencing key stakeholders and customers to influence and achieve optimal business outcomes.
6	Demonstrated experience leading and developing the capability of a team, and coaching and advising managers, whilst always fostering a performance based and customer focused work culture.
7	Demonstrated ability to establish strategic networks in order to affect organisational improvement.
8	Demonstrated experience working with multidisciplinary teams, and an ability to motivate, lead and to use initiative as well as the ability to provide authoritative advice and recommendations across a large and complex organisation
9	Current drivers licence (with a willingness to travel in accordance with the demands of the position)

Section 9 – Other Requirements (Optional)

Other Requirements	(Mandatory)	<p>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</p> <p><i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit</p> <p><i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget</p>
	(Free Text)	All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.

Section 10 – Disqualification Questions

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Repetitive
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Not Applicable
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable



Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description Strategic Priorities Project Officer

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Improvement
Manager	Strategic Projects Manager
Position Number	
Cost Centre	

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	
Position Description Title *	Strategic Priorities Project Officer	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 2	
Job Category Coding (ROB)*	Project Management / Project Officer	
Job Classification Coding (ROB)*	Health Manager Level 2	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	NO	
Primary Purpose of the role* A concise	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.

<p>summary of the primary purpose of the role, answering the question: "Why does this role exist?"</p>	<p><i>(Free Text)</i></p>	<p>The Strategic Priorities Project Officer (Project Officer) is responsible for the effective and efficient management of allocated projects in the South Eastern Sydney Local Health District (SESLHD) within the agreed timeframes, budget, quality and resources to deliver the organisation's objectives. The Project Officer will be 'embedded' at a nominated SESLHD site/service to deliver agreed key projects from the site/service business plan in partnership with the local executive, and to initiate other agreed projects before handover to local project teams.</p> <p>The Project Officer will be responsible for managing or initiating projects, following project management methodology, to ensure that the project produces the required outputs, outcomes and capabilities that will enable the delivery of projected benefits. The Project Officer will document the scope, responsibilities and deliverables associated with each project and maintain regular communications with the local executive and the SI&I Director.</p> <p>The role also has responsibility for the delivery of the Business Planning process for the nominated site, in partnership with the GM at the nominated site and the SI&I Director.</p> <p>The Project Officer will call on expertise and resources from within the SI&I Directorate to support the achievement of the agreed objectives and will remain an integral part of the SI&I Directorate.</p> <p>Working with their respective Executive Sponsor and Key Stakeholders (including respective Governance Groups) the Project Officer will lead the development of program planning documentation and program delivery that best supports successful outcomes and realisation of benefits, aligned to the SESLHD strategic priorities.</p> <p>Please note that the role has a District remit and as such may be located at any location across the District.</p>
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Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<p>Develop and maintain systems and processes and manage projects following agreed project management methodology to maximise achievement of goals and required levels of skills and performance</p> <p>Provide high level advice, support and guidance regarding project management in order to ensure services are delivered within agreed timeframes, measurement and budgetary constraints under the guidance of the manager</p> <p>Build and maintain effective, meaningful and supportive relationships with key stakeholders within and external to SESLHD to ensure priorities are met</p> <p>Contribute to the development and implementation of business and strategic plans, policies, procedures, standards and practices to ensure innovation and improvement is sustainable including accurate</p>
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		<p>implementation and rigorous evaluation methodologies.</p> <p>Promote continual improvement and focus on superior service by establishing and reviewing performance indicators and relevant reporting systems</p> <p>Resolve conflict and complaints to ensure continuous delivery of quality service</p> <p>Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals in order to continuously improve the level of service provision</p> <p>Engage staff and managers across SESLHD in innovation activities and facilitate sharing of innovation learning and methodologies across SESLHD</p> <p>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients and colleagues</p> <p>Provide secretariat support for relevant Steering Committee meetings and other ad hoc meetings to support the project objectives</p> <p>Other tasks and duties as deemed necessary by the manager</p>
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Section 3 – Key Challenges

Challenges	<p>Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources</p> <p>Participating in consultations with internal and external stakeholders often where there are competing needs/objectives</p> <p>Managing competing demands and priorities in a timely and efficient manner to support projects and deliver outcomes within a rapidly changing healthcare environment</p>	
Decision Making	<p>The Strategic Priorities Project Officer is required to seek all relevant information in relation to the project and use their influencing skills in order to achieve an outcome which is beneficial to all whilst ensuring work objectives are met</p> <p>Undertakes negotiations around timelines for delivery of milestones and to ensure risks and issues are escalated in a timely manner</p>	
Communication	<p>Working within a matrix environment, the Strategic Priorities Project Officer is required to communicate regularly with the local site executive, local teams and the SI&I Director on project management, support, measures, milestones and reports as well</p>	

	<p>as communication to senior executives to support the activities of the project.</p> <p>The Project Officer will develop and maintain effective, meaningful and supportive relationships at the local site and with colleagues within the SI&I Directorate.</p>
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Section 4 – Key Relationships

Key Internal Relationships	Who?	Strategic Projects Manager, Director of Strategy, Innovation and Improvement (SII)
	Why?	The Project Officer will work with the Strategic Projects Manager and Director of SII to ensure the projects and activities underway within the site/service are aligned with District strategy, highlight successes that can be spread across the District, strive towards consistency and transparency across the District.
	Who?	The Strategy, Innovation and Improvement (SII) Team
	Why?	The Project Officer will work with the SII Team to link in necessary skills, tools and resources required to meet strategic objectives within sites/services.
	Who?	Site/Service General Manager and Executive Team
	Why?	The Project Officer will work with the Site/Service General Manager and Executive Team to deliver projects and build in sustainability.
Does this role routinely interact with external stakeholders ?	NO	
Key External Relationships	Who?	To be discussed on commencement in the position
	Why?	
	Who?	
	Why?	
	Who?	
Why?		
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?	NO	

Section 5 – Staffing/Responsible for

Direct Reports	Nil
Indirect Reports	Nil

Section 6 – Financial Delegation

As per delegation manual	Nil
Other \$	N/A

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	<p>All staff are required to complete and submit a Pre-employment Health Declaration Form</p> <p>Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check</p> <p><i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <p><i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing</p>
	<i>(Free Text)</i>	<p>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</p>

Section 8 – Selection Criteria

1	Relevant tertiary qualifications, or working towards the same, in health management or a related discipline, and/or appropriate health experience
2	Demonstrated knowledge of the health service industry and an ability to apply that knowledge to achieve high standards of quality, efficiency and effectiveness in the delivery of health services.
3	Demonstrated experience working with multidisciplinary teams, and an ability to motivate, lead and to use initiative as well as the ability to provide authoritative advice and recommendations across a large and complex organisation
4	Effective time management and demonstrated ability to prioritise and meet conflicting deadlines with strong communication and interpersonal skills
5	Ability to develop and maintain effective, meaningful and supportive working relationships with senior management and other key stakeholders at all levels of the organisation
6	Demonstrated project management skills, and experience in the use of improvement science and /or change management methodologies to support and lead change
7	Excellent facilitation skills and proficient computer skills particularly in Microsoft Office applications including but not limited to PowerPoint, Word, Excel, Outlook
8	Current drivers licence (with a willingness to travel in accordance with the demands of the position)

Section 9 – Other Requirements (Optional)

Other Requirements	<i>(Mandatory)</i>	<p>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</p> <p><i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit</p> <p><i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget</p>
	<i>(Free Text)</i>	<p>All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.</p>

Section 10 – Disqualification Questions

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Repetitive
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Not Applicable
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description

Strategic Projects Manager

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Improvement
Manager	Change and Innovation Lead
Position Number	
Cost Centre	182048

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *:	Strategic Projects Manager	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 4	
Job Category Coding (ROB)*	Project Management / Project Officer	
Job Classification Coding (ROB)*	Health Manager Level 4	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	NO	

<p>Primary Purpose of the role*</p> <p>A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"</p>	(Mandatory)	<p>The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.</p>
	(Free Text)	<p>The Strategic Projects Manager (SPM) provides strong leadership and senior management of a team of project resources while overseeing the delivery of complex programs and projects. The role leads and facilitates engagement and collaboration between Sites, Services, Directorates, and key stakeholders internal and external to the organisation to ensure delivery of an efficient and effective value driven service. The SPM is responsible for providing leadership, technical advice and proactive support to sites and services within SESLHD regarding the design, execution and evaluation of projects/activities.</p> <p>Please note that the role has a District remit and as such may be located at any location across the District.</p>

Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	(Free Text)	<p>Provide leadership and direction to staff to ensure continuous effective service delivery and a performance based, innovative, responsive and accountable customer focused work culture</p> <p>Recruit, coach, mentor and performance develop staff, to develop the capabilities of the team, provide for succession and successfully deliver all key milestones and outcomes of the projects.</p> <p>Develop and maintain systems and processes and manage projects following agreed project management methodology to maximise achievement of goals and required levels of skills and performance</p> <p>Lead and manage the planning and delivery of complex and/or medium to large technical projects to deliver organisational initiatives.</p> <p>Manage all aspects of the project management cycle, including preparing business cases and project plans, identifying and allocating resources, developing and managing budgets, communication and meeting reporting requirements to ensure project outcomes are achieved on time, on budget and to quality standards.</p> <p>Develop strategies for the continuous monitoring, evaluation and improvement of all aspects of project implementation including risk and contingency management, benefits realisation, project impact and quality measures to achieve the success of the project/s.</p> <p>Manage and develop stakeholder relationships through effective</p>
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		<p>communication, negotiation and issues management to ensure project deliverables are met.</p> <p>Provide timely, expert and professional clinical data analytic advice in the investigation, design and implementation of models of care</p> <p>Develop, maintain and identify opportunities to forge productive strategic relationships with staff and other key stakeholders, industry, sponsors and relevant agencies, through fostering collaborative partnerships</p> <p>Provide expert advice about the feasibility and suitability of proposed solutions to optimise business performance.</p> <p>Contribute to the development and implementation of business and strategic plans, policies, procedures, standards and practices to ensure change is sustainable including accurate implementation and rigorous evaluation methodologies.</p> <p>Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals in order to continuously improve the level of service provision</p> <p>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients and colleagues</p> <p>Other tasks and duties as deemed necessary by the manager</p>
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Section 3 – Key Challenges

Challenges	<p>Ensure a highly professional, performance based, innovative, responsive and accountable customer service culture within the team</p> <p>Working to change ingrained cultural norms that do not support change</p> <p>Managing a high-volume workload whilst concurrently managing to achieve positive outcomes</p> <p>Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources</p> <p>Participating in consultations with internal and external stakeholders often where there are competing needs/objectives</p> <p>Managing competing demands and priorities in a timely and efficient manner to support the project within a rapidly changing healthcare environment</p>	
Decision Making	<p>The Strategic Projects Manager has substantial autonomy in the management of staff and other resources of the Directorate including managing the performance of other staff to achieve work objectives.</p> <p>Undertakes negotiations around timelines for delivery of milestones and to ensure risks and issues are escalated in a timely manner</p>	
Communication	<p>Internally, the Strategic Projects Manager is required to communicate regularly with other directors, senior managers and clinicians and staff.</p> <p>Externally, the Strategic Projects Manager will develop and maintain effective relationships with stakeholders and consultants.</p>	

Section 4 – Key Relationships

Key Internal Relationships	Who?	The Change and Innovation Lead and Director Strategy, Innovation and Improvement
	Why?	The Strategic Projects Manager will work with the Change and Innovation Lead and the Director of SII to ensure the projects and activities underway within the site/service are aligned with District strategy, highlight successes that can be spread across the District, and strive towards consistency and transparency across the District.
	Who?	Site/Service General Manager and Executive Team
	Why?	The Strategic Projects Manager will work with the Site/Service General Manager and Executive Team to deliver projects and build in sustainability.
Does this role routinely interact with external stakeholders ?		NO
Key External Relationships	Who?	To be discussed on commencement in the position
	Why?	
	Who?	
	Why?	
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Direct Reports	6
Indirect Reports	Nil

Section 6 – Financial Delegation

As per delegation manual	Nil
Other \$	N/A

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or
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		<p>Aged Care Check</p> <p><i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <p><i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing</p>
	(Free Text)	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees

Section 8 – Selection Criteria

1	Demonstrated experience in managing medium to large and/or complex projects in a large and complex health organisation, including relevant project or health service management qualifications or equivalent. This includes extensive knowledge and demonstrated experience ensuring projects are completed on time, on budget, to quality standards and within agreed scope.
2	Excellent analytical skills including the ability to analyse and interpret complex information from numerous sources, prepare and present analysis and reports, deal with challenges creatively and achieve business focused solutions.
3	Superior organisational skills and experience working in a high volume and demanding professional environment with proven capacity to prioritise, multi-task, achieve business goals, perform and always work with a customer focused approach.
4	Excellent interpersonal, influencing and negotiation skills with demonstrated experience engaging, collaborating, and influencing key stakeholders and customers to influence and achieve optimal business outcomes.
5	Demonstrated experience leading and developing the capability of a team, and coaching and advising managers, whilst always fostering a performance based and customer focused work culture.
6	Demonstrated ability to establish strategic networks in order to affect organisational improvement.
7	Demonstrated experience working with multidisciplinary teams, and an ability to motivate, lead and to use initiative as well as the ability to provide authoritative advice and recommendations across a large and complex organisation
8	Current drivers licence (with a willingness to travel in accordance with the demands of the position)

Section 9 – Other Requirements (Optional)

Other Requirements	<p>(Mandatory)</p> <p>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</p> <p><i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake</p>
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		changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	(Free Text)	All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.

Section 10 – Disqualification Questions

Disqualification Questions	Currently Unavailable
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Section 11 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Repetitive
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Not Applicable
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant

Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description System Project Coordinator

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Improvement
Manager	Manager, Business Intelligence and Analytics
Position Number	
Cost Centre	181219

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	
Position Description Title *	Systems Project Coordinator	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 1	
Job Category Coding (ROB)*	Systems administration / Project Officer	
Job Classification Coding (ROB)*	Health Manager Level 1	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	NO	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	The System Project Coordinator is responsible for coordination, documentation, test plans and support for user acceptance testing (UAT) of Business Intelligence (BI), data & analytics projects, to provide quality assurance and ensure that BI applications and data are fit for purpose. Responsible for coordination, prioritisation, and monitoring of BI user support tickets and process, and performing a range of high-level project, UAT and change management tasks that assist in achievement of system project outcomes. Please note that the role has a District remit and as such may be located at any location across the District.

Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<p>Coordinate and support BI developers and analysts to develop data and system integration testing processes and documentation that identifies defect and bugs in BI applications</p> <p>Liaise and collaborate with subject matter experts and BIA team to develop, and maintain relevant test plans and user acceptance testing (UAT) scenarios applicable to BI applications and Data projects (such as Edward)</p> <p>Perform user testing for BI applications and data projects. Document potential functional defects, missing or incorrect data, and where the applications are not user-friendly or intuitive</p> <p>Provide quality assurance support that BI applications and data are fit for purpose</p> <p>Develop communication plans, content and presentations for projects, UAT and rollout of BI applications, to engage and inform users and support change management.</p> <p>Coordinate and participate in stakeholder workshops and activities to support UAT and projects as requested</p> <p>Monitor BI Inbox and log, triage and prioritise BI user support tickets, to support the allocation to appropriate BIA resource</p> <p>Develop and maintain status reporting on BI user support tickets</p> <p>Promptly advise on BI user support tickets, UAT and project issues requiring escalation or recording on product/risk registers</p> <p>Participate in the development, maintenance and review of BI user support ticket process, documentation and guidelines to improve efficiency and delivery of high quality user support services.</p> <p>Support data and system projects through the review, analysis and identification of BI applications or reports requiring remediation.</p> <p>Develop relationships and work collaboratively and effectively with multi-disciplinary teams, other internal stakeholders and external stakeholders.</p> <p>Resolve conflict and complaints to ensure continuous delivery of quality service</p> <p>Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals</p> <p>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients and colleagues</p> <p>Other tasks and duties as deemed necessary by the manager</p>
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Section 3 – Key Challenges

<p>Challenges</p>	<p>Managing time and prioritising issues given the diverse range of issues encountered</p>
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	simultaneously and work demands flowing from a number of sources Establish collaborative and influential relationships with stakeholders, customers and colleagues, to ensure easy and effective achievement of team / project / business goals	
Decision Making	The System Project Coordinator is required to seek all relevant information in relation to System and BI projects and support the BIA team to achieve an outcome which is beneficial to all whilst ensuring work objectives are met	
Communication	Working within a matrix environment, the System Project Coordinator is required to communicate regularly with the BIA team and the Manager, Business Intelligence and Analytics, on BI user support requests, BI application testing and quality assurance, and system project management measures, milestones and reports.	

Section 4 – Key Relationships

Key Internal Relationships	Who?	Business Intelligence and Data Solutions Manager
	Why?	Provide regular updates, escalate issues, keep informed, and receive instructions.
	Who?	Business Intelligence and Analytics Unit and Manager, Business Intelligence and Analytics
	Why?	develop effective relationships and open channels of communication to exchange information, provide updates, escalate issues, and collaborate to achieve the units objectives,
	Who?	SESLHD staff and Health ICT
	Why?	Collaborate on BI application testing, quality assurance , exchange information, communicate system project information , activity and timelines, and respond to enquires
Does this role routinely interact with external stakeholders ?	NO	
Key External Relationships	Who?	Ministry of Health and Ehealth
	Why?	to exchange information and respond to enquiries
	Who?	
	Why?	
	Who?	
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?	NO	

Section 5 – Staffing/Responsible for

Direct Reports	Nil
Indirect Reports	Nil

Section 6 – Financial Delegation

As per delegation manual	Nil
Other \$	N/A

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	<p>All staff are required to complete and submit a Pre-employment Health Declaration Form</p> <p>Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check</p> <p><i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <p><i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing</p>
	<i>(Free Text)</i>	<p>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</p>

Section 8 – Selection Criteria

1	Demonstrated experience in developing test plans, and performing system or Business Intelligence application user acceptance testing within a complex Health/IT environment.
2	Demonstrated experience working on large and complex data and Business Intelligence /system development projects. Experience with BI tools such as Qlik is desirable.
3	Detailed understanding of project methods and tools, particularly as they relate to data, technical and system project delivery environments
4	Demonstrated excellent, interpersonal, oral and written communication skills
5	Demonstrated ability to work independently and effectively, exercising initiative and judgement as well as the ability to work effectively in a team environment, share knowledge and work co-operatively to achieve outcomes
6	Ability to develop and maintain effective, meaningful and supportive working relationships with a range of stakeholders at all levels of the organisation, and externally
7	Proficient computer skills in Microsoft Office applications and writing SQL
8	Current drivers' licence (with a willingness to travel in accordance with the demands of the position)

Section 9 – Other Requirements (Optional)

Other Requirements	<i>(Mandatory)</i>	<p>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</p> <p><i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit</p> <p><i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget</p>
	<i>(Free Text)</i>	<p>All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as</p>

notifying any hazards/risks or incidents to their managers.

Section 10 – Disqualification Questions

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Repetitive
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Not Applicable
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable



Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description Systems and Projects Support Officer

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Improvement
Manager	Manager, Business Intelligence and Analytics
Position Number	
Cost Centre	181219

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	
Position Description Title *	Systems and Projects Support Officer	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 1	
Job Category Coding (ROB)*	Systems administration / Project Officer	
Job Classification Coding (ROB)*	Health Manager Level 1	
Speciality Coding (ROB)		
Does this role require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	NO	
Primary Purpose of the role*	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.

	<i>(Free Text)</i>	<p>The Systems and Projects Support Officer is responsible for performing a range of high-level system and project support tasks to assist in the achievement of the efficient and effective co-ordination and management of services and projects.</p> <p>Responsible for developing system and project documentation, user access administration, and secretariat duties for steering committees and other adhoc and regular meeting.</p> <p>Please note that the role has a District remit and as such may be located at any location across the District.</p>
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Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<i>(Free Text)</i>	<ul style="list-style-type: none"> • Providing a professional level of program communication and administration across a program of work within the Business Intelligence and Analytics Unit • Supporting the program with practical logistical tasks such as scheduling, organising meetings and other high-level administrative requirements • Maintaining and coordinating the Program Risk Register and Issues Log, negotiating across work streams to ensure mitigation strategies are documented, logs updated and all risks and issues are addressed and closed out (resolved) • Promptly advise on program and project issues requiring escalation and documenting on the Program risk register • Coordinating all program process related (not technical) records and ensuring that such records are current and well maintained. These records will include filing systems (soft and hard); records of meetings (minutes), actions, logs, registers etc • Participate in the development, maintenance and review of systems administration process, documentation (not technical) and policy to improve efficiency and delivery of high quality services. • Coordinate and administer Business Intelligence system user access requests, including documentation, procedures and actioning user requests. • Preparation of high-level briefs, program status reports, correspondence and presentations as required • Develop relationships and work collaboratively and effectively with staff from other Directorates, and potentially clinical staff and external stakeholders. • Resolve conflict and complaints to ensure continuous delivery of quality service • Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals in order to continuously improve the level of service provision • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through
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		<p>demonstrated behaviours and interactions with patients and colleagues</p> <ul style="list-style-type: none"> • Provide secretariat support for relevant Steering Committee meetings and other ad hoc meetings to support the project objectives • Other tasks and duties as deemed necessary by the manager
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Section 3 – Key Challenges

Challenges	<p>Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources</p> <p>Establish collaborative and influential relationships with stakeholders, customers and colleagues, to ensure easy and effective achievement of team / project / business goals</p>
Decision Making	<p>The Systems and Projects Support Officer is required to seek all relevant information in relation to the program and support the team to achieve an outcome which is beneficial to all whilst ensuring work objectives are met</p>
Communication	<p>Working within a matrix environment, the Systems and Projects Support Officer is required to communicate regularly with the BIA team, the broader SI&I team and the Manager, Business Intelligence and Analytics on project management, support, measures, milestones and reports.</p> <p>The Systems and Projects Support Officer will develop and maintain effective, meaningful and supportive relationships at the local site and with colleagues within the SI&I Directorate.</p>

Section 4 – Key Relationships

Key Internal Relationships	Who?	Business Intelligence and Analytics Unit and Manager, Business Intelligence and Analytics
	Why?	Escalate issues, keep informed, and receive instructions, and work collaboratively to contribute to achieving team outcomes
	Who?	The Strategy, Innovation and Improvement (SI&I) Team
	Why?	develop and maintain effective relationships and open channels of communication, exchange information and respond to enquiries
	Who?	SESLHD staff
	Why?	work with SESLHD staff to exchange information, support user access requests and respond to enquiries
Does this role routinely interact with external stakeholders ?		NO
Key External Relationships	Who?	Ministry of Health
	Why?	to exchange information and respond to enquiries
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Direct Reports	Nil
Indirect Reports	Nil

Section 6 – Financial Delegation

As per delegation manual	Nil
Other \$	N/A

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	<p>All staff are required to complete and submit a Pre-employment Health Declaration Form</p> <p>Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check</p> <p><i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <p><i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing</p>
	<i>(Free Text)</i>	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees

Section 8 – Selection Criteria

1	Demonstrated experience in providing high level project co-ordination and support within a complex Health/IT environment
2	Demonstrated ability to work independently and effectively, exercising initiative and judgement as well as the ability to work effectively in a team environment, share knowledge and work co-operatively to achieve outcomes
3	Superior communications skills, and experience in preparing meeting agendas, documentation of meeting action items and PowerPoint presentations
4	Detailed understanding of project methods and tools, particularly as they relate to technical project delivery environments
5	Skills and experience in scheduling meetings, maintaining project schedules and risk and issues registers, and identifying potential or actual project issues and seeking their resolution through the appropriate channels
6	Ability to develop and maintain effective, meaningful and supportive working relationships with a range of stakeholders at all levels of the organisation, and externally
7	Proficient computer skills particularly in Microsoft Office applications and systems administration
8	Current drivers' licence (with a willingness to travel in accordance with the demands of the position)

Section 9 – Other Requirements (Optional)

Other	<i>(Mandatory)</i>	Act as an appropriate and effective role model and promote a culture and
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Requirements		<p>supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</p> <p><i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit</p> <p><i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget</p>
	<i>(Free Text)</i>	<p>All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.</p>

Section 10 – Disqualification Questions

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Repetitive
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Not Applicable
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description

Technical Lead Data Warehouse Management

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Improvement
Manager	Manager, Business Intelligence and Analytics
Position Number	
Cost Centre	181219

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	
Position Description Title *:	Technical Lead Data Warehouse Management	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	
Award*	Computer_Staff_State_Award	
Position Classification*	Computer Manager Grade 2	
Job Category Coding (ROB)*	Information and Communication Technology	
Job Classification Coding (ROB)*	Developers_or_Programers	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	NO	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	<p>The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.</p> <p>SESLHD recognises that data is one of its most valuable assets. BIA team are responsible for delivering the Data Warehouse, BI and Analytics strategies that provides a robust, secure, reliable platform that delivers a single source of truth and enables clinicians and managers to use data and analysis to make critical business decisions.</p>
	<i>(Free Text)</i>	<p>The Technical Lead position is responsible for the design, development, testing, implementation and ongoing maintenance of the District's data warehouse and local reporting solution (LRS) platform and will have oversight of data management practices and processes.</p> <p>Requires a self-driven, creative and critical thinker who can work with Data Warehouse and BI development team and subject matter experts, to ensure data and its management aligns with District reporting needs in an optimal technical environment.</p> <p>This role combines leadership with technical expertise along with project management and the ability to adapt in a fast paced environment to contribute</p>

		<p>towards the District's BI roadmap and analytics vision.</p> <p>Please note that the role has a District remit and as such may be located at any location across the District.</p>
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Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Responsible for Data Warehouse and Local Reporting Solution (LRS) design, construct and methodologies including database architecture, data modelling, database design, access and security models, metadata management and relevant process and technical documentation. • Accountable for the movement of data from source systems to data warehouse by developing contemporary ETL methodologies and framework to extract, load, store and transform data in a secure and robust manner . • Use Python, SQL, SSIS and other data warehouse technologies to develop data models, metadata tables, views and dimensions in line with BI roadmap and project business requirements • Responsible for data and quality management tasks for data stored within the data warehouse and local reporting solution (LRS), including analysis, investigation and resolving complex system issues. • Provide timely, expert and technical advice on design, development, testing, upgrades and delivery of best practise data warehouse architecture, security, technologies and innovative solutions that are fit for purpose. • Develop and maintain technical, system, process and testing documentation, and develop guides, training content and presentations as required. • Develop and conduct informal and formal training and provide advice to BIA and other stakeholders to improve their use and understanding of data warehouse, ETL framework, data extracts, data models, metadata and relevant technologies. • Work collaboratively with the BIA team to ensure the data warehouse and local reporting solution (LRS) platform supports District reporting, BI roadmap and analytics framework and project deliverables. • Cultivate close working relationship with key internal stakeholders, vendors, Ministry and other LHD's to support collaboration on data warehouse, data extracts, BI and projects relevant to the role to ensure objectives are met. • Evaluate relevant existing service practices, policy and operational procedures by applying a practical and innovative risk management approach to ensure compliance with all obligatory requirements and to maximise organisational safety and to achieve continuous improvement • Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly, impartially and with integrity and by actively advocating organisational principles and values, to ensure that Health Service and Government expectations are met • Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.
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Section 3 – Key Challenges

Key Challenges	<p>Obtaining access to a broad range of health systems and data, transforming it to data models and dimensions that will meet the requirements of customers with diverse needs and competing priorities.</p> <p>Delivering successful outcomes in an environment of limited resources, balanced to meet competing customer needs and expectations, in a high volume workload and complex technical environment</p> <p>Operating in an environment where Business Intelligence and development maturity is at a reactive or emerging stage</p> <p>Maintain awareness of trends, developments and emerging technology in Data warehousing, Business Intelligence and information management products and solutions</p>
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Section 4 – Key Relationships

Key Internal Relationships	Who?	Business Intelligence (BI) & Data Solutions Manager
	Why?	Escalate issues, keep informed, provide advice and receive instructions
	Who?	Manager, Business Intelligence and Analytics and BIA team members
	Why?	Escalate issues, keep informed, provide advice and receive instructions. Support the development and delivery of key objectives and projects
	Who?	Executives, Data Working Groups & Committees
	Why?	Provide regular updates on key projects, issues and priorities
	Who?	Health ICT and other Directorates such as PACH, Workforce, & facilities
	Why?	Obtain and manage Data extracts, Data warehouse and LRS infrastructure and environments, upgrades, and participate in projects
Does this role routinely interact with external stakeholders ?		YES
Key External Relationships	Who?	Ministry of Health & Ehealth
	Why?	Represent the District's data warehouse and BI function, collaborate on relevant Data and BI projects and solutions,. Escalate issues and unresolved support requirements
	Who?	Other LHD BI & Data Managers
	Why?	Collaborate and share knowledge and improve standardisation
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Direct Reports	Nil
Indirect Reports	Nil

Section 6 – Financial Delegation

As per delegation manual	Nil
Other \$	N/A

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	<p>All staff are required to complete and submit a Pre-employment Health Declaration Form</p> <p>Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check</p> <p><i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <p><i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing</p>
	<i>(Free Text)</i>	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees

Section 8 – Selection Criteria

1	Relevant IT/Computer Science tertiary qualifications and/or extensive experience implementing, maintaining and applying specialist knowledge of data warehouse, database concepts, data modelling techniques and design principles.
2	Extensive Data Warehouse and ETL experience working with technology such as Python, SSIS and MS SQL Server suite with a focus on data extraction, data integration, data quality and data cubes
3	Proficient in advanced SQL programming including writing stored procedures and querying large, complex data sets. Experience with Python, R, SAS or similar seen as an advantage
4	Experience in leading large and complex technical projects demonstrating strong problem solving and strategic thinking skills, including the ability to make complex judgements and take initiative within the delegated area
5	Demonstrated ability working in agile or other software development environments to address organisational change requirements and continuous/rapid development of new and existing systems
6	Team-focussed, adaptable individual who shares knowledge, builds the skills of (or mentors) others and can work productively in a busy office environment or remotely
7	Possess excellent communication skills with experience in presenting, facilitating group training, translating business needs into technical solutions and producing informative technical and non-technical documentation
8	Current drivers licence and a willingness to travel across the District as required

Section 9 – Other Requirements (Optional)

Other	<i>(Mandatory)</i>	Act as an appropriate and effective role model and promote a culture and
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Requirements		<p>supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</p> <p><i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit</p> <p><i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget</p>
	(Free Text)	All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.

Section 10 – Disqualification Questions

Disqualification Questions	Currently Unavailable
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Section 12 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Repetitive
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Not Applicable
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant

Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable