

Position Description

Position Title	Statutory Reporting Data Manager
Position Number	30027829
Division	Finance and Resources
Department	HIS Data Quality and Governance
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest) Enterprise Agreement 2021-2025 OR Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Administrative Officer Grade 4 OR Health Information Manager Grade 2
Classification Code	HS4 OR JA7 – JB1
Reports to	Manager Data Quality and Governance
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> National Police Record Check Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

The Statutory Reporting Data Manager will assist in the development and implementation of robust governance to ensure accurate capture and reporting of data. This includes policy and procedure development; regular audits and full reconciliation of statutory datasets; data error management and internal data control processes; targeted staff education and implementation of actions arising from internal and external reviews.

Responsibilities and Accountabilities

The Statutory Reporting Data Manager is a member of the data team responsible for the management and reporting of timely and accurate submission of statutory datasets in accordance with Department of Health (DH) policies and business rules across Bendigo Health. DH data sets include Victorian Admitted Episodes Dataset (VAED), Victorian Emergency Minimum Dataset (VEMD), Elective Surgery Information System (ESIS), Agency Information Management System (AIMS), Victorian Integrated Non-Admitted Health Dataset (VINAH) and Victorian Cost Data Collection (VCDC).

Key Responsibilities

This position will contribute to Bendigo Health data reporting including monitoring, transmission and reconciliation of DH data collections in accordance with standards, specifications and data quality processes. It will undertake quality assurance and data integrity audits and reconciliation to ensure submissions are accurate and complete according to the mandated time frames.

This position will support the development of appropriate training materials and the delivery of end user training across the organisation, including providing support to end users to ensure processes, systems and procedures aid the accurate collection of data in the most efficient manner.

This position will develop and maintain relationships with staff from across Bendigo Health that are responsible for the quality and integrity of reportable data entry. This will include addressing compliance issues by following the data integrity framework to optimise data quality across data collections.

This position will support the effective communication and management of the annual changes to DH policy and business rules, to ensure that changes are successfully implemented across the service.

This position may, dependent on skill set and experience, participate in the completion of monthly clinical coding within set deadlines and support quality coding and casemix reviews and audits.

To undertake additional responsibilities as requested by the manager.

Key Selection Criteria

Essential

1. Relevant tertiary qualifications in Health Information Management or other related qualification with demonstrated experience in areas of health management, information technology, data quality management or similar

Desirable

1. Comprehensive understanding of best practice data management, including data assurance concepts and practices.
2. Excellent analytical ability to work with data sets to collate, analyse and present information to varying audiences.
3. Demonstrated knowledge of health information reporting, security and confidentiality legislation.
4. Meticulous attention to detail with an ability to critically evaluate data quality and seek opportunities to improve.

5. Excellent communication and interpersonal skills that will cultivate productive working relationships and facilitate excellent relationships with stakeholders.
6. Ability to be self-directed, motivated and committed to self-improvement.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.