

Position Description

Position Title: Data Manager - Leave Cover

Classification:	HS2
Business unit/department:	Brian F. Buxton Cardiac and Thoracic Aortic Surgery Unit
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Fixed-Term Part-Time
Hours per week:	24
Reports to:	Director, Brian F. Buxton Cardiac and Thoracic Aortic Surgery Unit
Direct reports:	Nil
Financial management:	Budget: NA
Date:	

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose and Accountabilities

Role Objectives:

- Meet ANZSCTS registry requirements.
- To develop and maintain Cardiac Surgery databases.
- Provide reports to monitor quality and service.
- Provide data reports for research and governance.
- Participate in Information Technology projects of the Unit.



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Position specific:

- Maintain Cardiac Surgery database including changes to data set and definitions
- Manage Cardiac Surgery data collection, ensuring all cases are captured and data is complete and correct, including complication / follow up data.
- Collect additional data as required by the department.
- Analyse and prepare quarterly audit PowerPoint summary slides.
- Export data to the ANZSCTS database in a timely manner.
- Coordinate with ANZSCTS Registry Team.
- Coordinate with Director re Research data requests, governance, and compliance.
- Coordinate IT projects being undertaken in the department.

About the Directorate/Division/Department

The Brian F. Buxton Cardiac and Thoracic Aortic Surgery Unit, as part of the Division of Surgery, Anaesthesia and Procedural Medicine, is responsible for the provision of services within the specialty to patients across Austin Health. The Director of the Department is A/Prof Siven Seevanayagam. A/Prof George Matalanis is responsible for the comprehensive Thoracic Aortic Surgery Program and the Supervisor of Training is Mr. Nick Roubos.

Located at the Austin Hospital, the Unit is committed to the provision of high-quality patient care and maintains an ongoing commitment to Undergraduate and Postgraduate teaching. Extensive research projects are undertaken within the department as well as opportunities to participate in multi- centre research initiatives. Also provided is a consultative service for other Units within Austin Health.

Selection criteria

Essential Knowledge and skills:

- Experience in data management.

Desirable but not essential:

- Familiarity with hospital information systems
- Knowledge of medical terminology and data privacy standards in Victoria.

Professional qualifications and registration requirements

- Qualification in information technology or database administration.

Quality, safety and risk - all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.



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- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions - all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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