

# Position Description

## Data Coordinator

<b>Classification:</b>	Grade 2, Level 1-5 (HS2 - HS21)
<b>Business unit/department:</b>	Infectious Diseases & Immunology, Medical & Cancer Services
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Employment type:</b>	Part-Time
<b>Hours per week:</b>	8 hrs/week
<b>Reports to:</b>	Director, Infectious Diseases & immunology
<b>Direct reports:</b>	Nil
<b>Financial management:</b>	Budget: N/A
<b>Date:</b>	June 2025

### Position purpose

The Data Coordinator within the Infectious Diseases & Immunology Department is responsible for the accurate collection, management, analysis, and reporting of clinical and operational data to support the delivery of high-quality patient care, research, surveillance, and service improvement initiatives. Working collaboratively with clinical, administrative, and research staff, the Data Coordinator ensures that data systems are maintained in accordance with hospital policies, privacy legislation, and relevant health information standards.

This role plays a critical part in enabling timely and informed clinical and operational decision-making through the coordination of data related to infectious diseases management, antimicrobial stewardship, immunisation programs, and public health reporting. The position also supports compliance with internal and external reporting requirements, including Department of Health surveillance programs, funding models (e.g. NWAU), and clinical audits.

The Data Coordinator contributes to quality improvement and research activities within the department by ensuring data integrity and by providing analytical insights that support the advancement of patient outcomes, infection prevention, and public health responses.

## About the Directorate/Division/Department

### Medical & Cancer Services

The Medical and Cancer Services Division is one of six divisions within the Chief Operations Officer Directorate of Austin Health. The Division's clinical services operate across all three Austin Health campuses and Ballarat Health Services (BHS) within the Ballarat Regional Integrated Cancer Centre (BRICC) and comprise a complex range of national, state-wide organisational wide and specialty clinical services.

- Clinical Pharmacology
- Nephrology
- General Medicine
- Paediatrics
- Dermatology
- Oncology
- Haematology
- Palliative Care
- Genetic Services
- Neurosciences
- Endocrinology
- Rheumatology
- Infectious Diseases and Infection Prevention & Control
- Respiratory and Sleep Medicine
- Radiation Oncology
- Day Oncology & Apheresis
- Cancer Clinical Trials
- Wellness & Supportive Care
- Victorian Spinal Cord Service

Inpatient wards within the Medical & Cancer Services Division also include:

6 South (Oncology), 7 South (Haematology), 8 South (Palliative Care), 2 West (Paediatrics), 5 West (Respiratory Medicine), 7 North (Renal), 7 East and 7 West (General Medicine), 3 North (Spinal) and 6 East (Neuro/Stroke/Epilepsy).

### Infectious Diseases & Immunology Overview

The Austin Health Infectious Diseases & Immunology (IDI) Department is a large specialist unit that provides both inpatient-consultation and outpatient services to Austin Health and the Mercy Hospital for Women, medical infection prevention and control advice for these two institutions and has an active research program in important areas such as antibiotic resistance, appropriate antibiotic use, mycobacterial disease and public health interventions such as pandemic influenza planning and improving hand hygiene among healthcare workers, in addition to having an active research program.

Key responsibilities including clinical patient care, antimicrobial stewardship, infection prevention and control, outbreak investigation, TB and HIV services and directorship of Hand Hygiene Australia (the body that coordinates the Australian National Hand Hygiene Initiative). The Drug and Antibiotic Allergy Service is part of the Infectious Diseases & Immunology Department at Austin Health. It provides specialist care to Austin Health patients and those referred from around Victoria. Specialist services include outpatient drug and antibiotic allergy assessment, inpatient allergy testing programs and translational research. It is staffed by the Director supported by a team of SMS, junior medical, nursing staff and medical scientists.

The IDI Department conducts daily inpatient ward-rounds, twice-weekly outpatient clinics and outreach services to Bendigo hospitals. The IDI Department has a major national and international leadership role in infection control and interventions to limit the emergence of antibiotic resistance.

The department prides itself in the level of teaching and clinical research activity supported within the department.

## Position responsibilities



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## Data Collection & Management

- Collect, validate, and maintain accurate clinical and service delivery data from multiple sources including electronic medical records, pathology systems, and departmental databases.
- Coordinate the entry and maintenance of data in compliance with hospital protocols and privacy legislation

## Reporting & Analysis

- Generate regular and ad hoc reports for internal stakeholders, including clinicians, departmental managers, infection control teams, and executive leadership.
- Support mandatory reporting to external bodies such as the Victorian Department of Health
- Analyse trends and variances in infection rates, antimicrobial use, and service activity, and present findings to support clinical and operational decision-making.

## Support to Clinical & Research Activities

- Assist with data requirements for clinical trials, audits, and research projects conducted within the department.
- Liaise with ethics committees and research governance officers to ensure data use complies with research protocols and approvals.



## Quality Assurance & Improvement

- Contribute to the development and review of departmental data processes to ensure high data quality and continuous improvement.
- Support Infectious Diseases and Immunology initiatives through timely data reporting and investigation of outbreaks or emerging trends.



## System & Process Development

- Maintain and improve existing databases and data systems, including documentation of data dictionaries, workflows, and user guides.
- Identify and implement improvements in data collection tools, automation, or digital solutions to improve efficiency.

## Stakeholder Engagement & Communication

- Collaborate with clinicians, pharmacists, allied health, administration, infection prevention and control team, and IT staff to ensure data needs are met and understood.
- Provide training and support to staff on data entry procedures and reporting tools as required.

## Compliance & Governance

- Ensure all data activities comply with relevant hospital policies, ethical standards, and legal obligations.
- Maintain strict confidentiality and data security at all times.

## Professional Development



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- Stay current with best practices in health data management, digital health systems, and relevant regulatory requirements.
- Participate in ongoing education, training, and professional development activities.

## Selection criteria

### Essential skills and experience:

- Demonstrated skills in health biostatistics
- Demonstrated skills in biostatistical software (i.e. STATA or R)
- Demonstrated experience in a healthcare data coordination or analysis role.
- Demonstrated experience in collecting, managing, validating, and reporting clinical or operational data within a health or research setting.
- Proven ability to analyse data, identify trends, and prepare clear and meaningful reports for clinical, operational, and executive stakeholders.
- Proficiency in the use of Microsoft Excel, REDcap and other relevant data tools and familiarity with electronic medical record systems (e.g. Cerner).
- High level of attention to detail with a strong commitment to data quality, integrity, and confidentiality.
- Sound understanding of relevant privacy, confidentiality, and data security legislation and standards in a healthcare setting.
- Excellent verbal and written communication skills, with the ability to liaise effectively with a range of clinical, administrative, and technical stakeholders.
- Demonstrated ability to prioritise tasks, work independently, and manage competing deadlines in a complex and fast-paced environment.

### Desirable but not essential:

- Understanding of healthcare funding models
- Previous experience working in a data or administrative role within an Infectious Diseases, Immunology, Infection Prevention, or Public Health department.
- Understanding of data reporting obligations to Victorian bodies such as the Department of Health
- Knowledge of research data requirements, ethics approval processes, and research governance in a hospital or academic setting.
- Familiarity with clinical language used in infectious diseases and immunology.
- Experience supporting or coordinating data-related components of quality improvement or digital health projects.

## Professional qualifications and registration requirements

- Tertiary qualification in health information management, public health, data science, biomedical science, or a related field, or equivalent

## Quality, safety and risk – all roles

All Austin Health employees are required to:



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