

Position Description

Data Coordinator

Classification:	HS2
Business unit/department:	Submissions Team, Performance Reporting and Decision Support
Work location:	Austin Hospital ☐ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☒ Mount Street Office
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Part-Time
Hours per week:	22.8 hours
Reports to:	Submission Manager
Direct reports:	Nil
Financial management:	Budget: Nil
Date:	July 2026

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

The Data Coordinator role is responsible for the accurate and timely submission of data to the Department of Health (DHS) mandatory datasets including (but not limited to):

- Victorian Admitted Episode Dataset (VAED)
- Victorian Integrated Non-Admitted Health Dataset (VINAH)
- Elective Surgery Information System (ESIS)
- Agency Information Management System (AIMS)

The Data Coordinator role is a customer focused role where you actively engage with, and provide education and support, to all areas of the organisation that submit data to any of the datasets or areas that use the data for internal and external reporting purposes.

About the Directorate/Division/Department

The Health Information Services (HIS) at Austin Health consists of Medical Record Services, Clinical Coding Services, Submission Services and Corporate Records Services. HIS has approximately 70 FTE, located across the three Austin Health sites.

The Medical Record Services team plays a crucial role in the management, organisation and dissemination of health-related data and information. The team ensures that complete, accurate, up to date and timely health information is available in the patient medical record and to authorised external parties with the aim of improving the efficiency and effectiveness of healthcare delivery.

The Clinical Coding Service translates diagnoses and procedures documented in the medical record into codes. These codes are used for many and varied purposes including funding, planning, research, and quality activities.

Submissions Services are responsible for the collection, management and reporting of quality data to the Department of Health (DoH). This includes Elective Surgery Information System (ESIS), Victorian Admitted Episodes Dataset (VAED), Victorian Integrated Non-Admitted Health Dataset (VINAH) and the Agency Information Management System (AIMS).

Corporate Records Services are responsible for the management of Austin Health's corporate and organisational electronic and hard copy records. This includes ensuring that information is managed, released and destroyed in compliance with regulatory and legislative requirements. They also support patient care delivery by providing a transcription service.

Position responsibilities

Role Specific:

- Complete all processes required for accurate data submissions to the mandatory datasets within the required timeframes including error identification and liaison with the responsible business / front facing areas to assist them with error resolution.
- Ensure regular reconciliation exercises are completed with all discrepancies remediated.
- Escalate any issues that may affect timely data submissions to the appropriate person within Austin Health (usually the Submissions Manager).
- Identify potential areas of improvement within the submissions process and actively work with the Submissions Manager to implement these improvements.
- Provide ongoing training, education and support to business / front facing areas that are responsible for the collection and entry of data into the datasets, including during the annual dataset change proposals process.
- Maintain a current and accurate understanding of the requirements of the datasets.
- Produce and maintain procedural documentation required for the successful submission of data.
- Participate in any software testing and validation processes including understanding and communicating the impact of any proposed reporting changes.
- Participate in dataset user group and other meetings and perform the secretarial function where required.



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- Other duties as requested.

All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Pulse): <https://austinhealth.sharepoint.com/sites/OPPIC>
- Report incidents or near misses that have or could have impact on safety – participate in identification and prevention of risks.
- Comply with the Code of Conduct.

Selection criteria

Essential skills and experience:

- Good understanding of the data submission process and Victorian Healthcare datasets
- Data analysis and problem-solving skills
- Attention to detail
- Ability to work independently and within a team environment
- Ability to communicate with staff from a range of professional backgrounds
- Good organisational, time management, written and verbal skills
- Experience in documenting policies, procedures and processes
- Experience and excellent knowledge of Microsoft Office products – Outlook, Word, Excel and PowerPoint. In particular, excellent knowledge of Excel is required to perform this role.

Desirable but not essential:

- Experience with TrakCare and Cerner

Professional qualifications and registration requirements

There are no qualifications or registration requirements for this role.

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.



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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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