Position Description

Data Coordinator

Classification:	Administration Officer Grade 2 (HS2 – HS21)
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 2025-2027
Employment type:	Full-Time
Hours per week:	38 (+ ADO)
Reports to:	Submission Manager
Direct reports:	Nil
Financial management:	Budget: Nil
Date:	November 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. The role also contributes to data quality assurance, statutory compliance, funding integrity, organisational performance reporting and evidence-based decision-making across Austin Health.

About the Directorate/Division/Department

The Health Information Services (HIS) comprises Medical Record Department, Freedom of Information and Corporate Records team, Clinical Coding Services and Submissions team with approximately 70 FTE across Austin Health's three sites.

The HIS is responsible for the management, integrity, reporting and governance of health information to support patient care, organisational decision-making, funding, research and compliance obligations. The service plays a key role in ensuring health information is accurate, accessible, secure and managed in accordance with legislative, regulatory and organisational requirements.

Medical Record Department manages the organisation, maintenance, retrieval and release of patient health information, ensuring complete, accurate and timely information is available to support the delivery of safe and effective healthcare. The team also facilitates access to information by authorised internal and external stakeholders in accordance with privacy and legislative requirements.

Freedom of Information and Corporate Records team manages Austin Health's clinical, corporate and organisational records. The team ensures records are created, maintained, accessed, archived and disposed of in accordance with legislative and regulatory requirements. The team also provides transcription services to support patient care delivery.

Clinical Coding Services translates diagnoses and procedures documented within the patient record into standardised clinical codes. These codes support activity-based funding, performance reporting, service planning, research, benchmarking and quality improvement initiatives across Austin Health and the broader health system.

Submissions team is responsible for the collection, validation and submission of key activity and quality datasets to the Department of Health, including the Victorian Admitted Episodes Dataset (VAED), Victorian Integrated Non-Admitted Health Dataset (VINAH), Elective Surgery Information System (ESIS) and Agency Information Management System (AIMS). Accurate and timely reporting is critical to funding, statutory reporting and health service performance monitoring.

Together, these services support Austin Health's commitment to delivering high-quality healthcare through the effective management, protection and use of health information.

Position responsibilities

Role Specific:

- Complete all processes required to submit accurate data to mandatory datasets within prescribed timeframes. Identify errors and work with responsible business areas to resolve them.
- Regularly reconcile data, investigate discrepancies and ensure they are resolved.
- Escalate risks or issues that may affect submission accuracy or timeliness to the Submissions Manager and other relevant stakeholders.
- Investigate data quality issues, identify root causes and collaborate with operational, clinical and other relevant stakeholders to implement corrective and preventive actions.
- Promote data quality principles and support compliance with Department of Health business rules, funding guidelines and Austin Health data governance requirements.

- Identify opportunities to improve submission processes. In consultation with the Submissions Manager, coordinate assigned data quality, assurance and submission improvement initiatives, escalate risks and report progress.
- Provide ongoing training, education and support to business areas that collect and enter data, including during the annual dataset change proposal process.
- Maintain current knowledge of dataset requirements and keep procedures for accurate, timely data submission up to date.
- Participate in software testing and validation, assess the impact of proposed changes and communicate findings to relevant stakeholders.
- Participate in dataset user groups and other relevant meetings and provide secretariat support as required.
- Perform other duties within the scope of the role, 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:

- Excellent computer skills including advanced knowledge of Microsoft
- Possess the ability to manage competing demands with a structured approach to problem resolution and data analysis.
- High level of attention to detail
- Strong interpersonal and communication skills, with a consultative approach and a proven ability to build productive working relationships with a range of stakeholders and work as part of a team.
- Ability to work independently and within a team environment
- Good organisational, time management, written and verbal skills
- Experience in documenting policies, procedures and processes
- Very good understanding of Office products (Outlook, Word, Excel and PowerPoint), particularly Excel.

Desirable but not essential:

- Good understanding of the data submission process and Victorian Healthcare datasets
- 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.

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.