

# Position Description

## Health Information Manager

<b>Classification:</b>	Health Information Manager Grade 4
<b>Business unit/department:</b>	Mental Health Division
<b>Work location:</b>	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input checked="" type="checkbox"/> Hawdon St
<b>Agreement:</b>	Victorian Public Mental Health Services Enterprise Agreement 2020-2024
<b>Employment type:</b>	Part-Time
<b>Hours per week:</b>	32.5
<b>Reports to:</b>	Director, Mental Health Division
<b>Direct reports:</b>	3.0 FTE
<b>Financial management:</b>	Budget: N/A
<b>Date:</b>	May 2025

### Position purpose

To guide, and implement, collaborative and continuous improvement in health information management systems and governance for the Mental Health Division (MHD), ensuring these systems are responsive to the organisation's reporting and service delivery needs. The role will foster effective partnerships with key internal and external stakeholders and assist with ensuring the MHD delivers high quality services that meet the needs of consumers and the vision of Austin Health.

The Health Information Manager is accountable to the Director, Mental Health Division and will work collaboratively with the mental health staff and teams; also with the broader HIS of Austin Health.

### About the Directorate/Division/Department

The Mental Health Division provides care and services through a comprehensive range of teams to meet the needs of mental health consumers and carers throughout Victoria. Services are located across Austin Health campuses and in the community.

All mental health services work within a clinical framework that promotes recovery oriented practice and supported decision making. This approach to client wellbeing builds on the strengths of the individual working in partnership with their treating team. It encompasses the principles of self-determination and individualised treatment and care.

## Position responsibilities

- Displays a clear understanding of the principle of recovery orientated practice and its implementation within a clinical setting.
- Lead, develop and maintain systems and policies that ensure the health information collected, managed and reported by the MHD conforms to relevant National Safety & Quality Health Service Standards, National Standards for Mental Health Services, and appropriate statutory reporting requirements.
- Lead, develop and maintain processes that ensure the MHD's health information collection, management and reporting complies with Health Service Agreement and broader organisational needs, in particular that which is related to admitted and community mental health activity.
- Maintain effective partnerships with relevant internal and external key stakeholders that ensure the MHD's service delivery needs and Austin Health's broader strategic goals are achieved.
- Develop and maintain systems and processes that support seamless integrated care between Austin Health service areas, consistent with the broader organisation's management and utilisation of (health) information systems.
- Undertake morbidity and mortality data collection according to Victorian and Australian coding standards.
- Implement and support appropriate processes to maximise the data integrity of health information collected and reported by the MHD.
- Attend meetings as the health information representative for the MHD where required.
- Provide regular performance indicator data, reports, analysis and advice to the MHD leadership group.
- Provide leadership and mentoring for the HIMs working within the MHD.
- Oversee the coordination of FOI applications/subpoenas relating to the MHD.
- Provide orientation and education across the MHD in relation to health information systems and relevant legislation.
- Supervise and participate in the training of Health Information Management students.
- Assist in providing support and guidance to administration staff within the MHD relating to the functional management of health information.
- Participate in the recruitment of administration staff whose role influences the management of health information within the MHD.
- Participate in strategic and service development/planning activities and the ongoing review of services.

## Selection criteria

### Mandatory Qualifications & Experience

- Bachelor of Applied Science, Health Information Management or equivalent.
- Eligibility for full membership of Health Information Management Association of Australia.
- Must have minimum 7 years of clinical experience.



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## Essential Knowledge and Skills

- Demonstrated experience in service evaluation, process improvement and change management.
- Experience in staff management.
- Demonstrated understanding of clinical data and reporting requirements such as Case-mix and other Victorian funding models.
- Well-developed interpersonal, communication, problem solving and conflict resolution skills.
- A sound understanding of patient information systems (such as CERNER & the CMI) and patient administration systems (such as TrakCare).
- Ability to work autonomously and to strict deadlines but also to contribute effectively as a team member within a multi-disciplinary team environment.
- An extensive understanding of the Victorian mental health system and associated data requirements and processes.
- Familiarity with electronic medical record requirements.

## 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.
- 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.



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### **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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