

Position Description

Position title:	VICS Optimal Care Data Manager
Classification:	HS5 + Above Award
Business Unit/ Department:	North Eastern Melbourne Integrated Cancer Service (NEMICS)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021 - 2025
Employment Type:	Fixed Term Part-Time Genuine fixed term until 30 June 2028
Hours per week:	32 hours, negotiable
Report to:	NEMICS Director and VICS Quality and Optimal Care Program Manager
Date:	2026

About VICs

Victorian Integrated Cancer Services

The Victorian Integrated Cancer Services (VICs) are Victoria's cancer services improvement network. They build relationships between healthcare providers and other cancer care stakeholders to develop, implement and evaluate initiatives that improve the way Victoria's health services provide care and support to people affected by cancer.

The VICs activity supports the achievement of three of the five goals stated in the Victorian Cancer Plan 2020-2024, namely that:

- Victorians know their risk and have cancers detected earlier;
- Victorians with cancer have timely access to optimal treatment; and
- Victorians with cancer and their families live well.

There are eight geographical ICS (three metropolitan and five regional) and one state-wide paediatric ICS. Collectively, they are referred to as VICs and are funded by the Victorian Department of Health, Cancer and Specialist Therapies Unit. The North Eastern Melbourne Integrated Cancer Service (NEMICS) manages and delivers the VICs Optimal Care Summits program.

The vision of the VICs is to improve patient experiences and outcomes by connecting cancer care and driving best practice. For more information visit <https://www.vics.org.au/>.

About VICs Optimal Care Summits

The VICs Optimal Care Summits program is a strategic consultation and quality improvement initiative of the VICs and is governed by the VICs Program Directors, VICs Network Group, and the Department of Health's Cancer and Specialist Therapies unit.

The overarching aim of the VICs Optimal Care Summits program is to reduce unwarranted variations in cancer care and outcomes, and drive the implementation of optimal cancer care across Victorian cancer services. The program promotes the implementation of the cancer Optimal Care Pathways, equity of access and outcomes, and other Victorian Department of Health cancer frameworks and policy.

The VICs Optimal Care Summit program is delivered by NEMICS and funded via the VICs Ring- Fenced Fund. The program team will deliver a range of strategic consultation mixed methods and activities including engagement across the VICs and with clinical leaders, literature review and environmental scan, survey and focus groups, data and indicator plan and reporting, unwarranted variations priority reporting, cancer services quality improvement priorities, project planning and workplan, and measurement of impact and outcomes.

Position purpose and functions

To provide governance, management, provision, analysis, and interpretation of health information and datasets to support the implementation of the VICS Optimal Care Summits program and its methods. To facilitate and support the VICS to deliver cancer services performance improvement, activities and monitoring. To contribute to the reduction of unwarranted variations in Victorian cancer care for tumour streams, priority populations and/or priority Optimal Care Pathway steps. This role will work in an agile way and respond to VICS priorities and Department of Health requirements.

Key functions of the role include:

- The VICS Optimal Care Data Manager is accountable to the (1) NEMICS Director who provides the strategic and conceptual leadership of the VICS Optimal Care Summits program and the (2) VICS Quality and Optimal Care Program Manager who provides operational program leadership.
- Cancer policy and system: comprehensive understanding of cancer policy (eg. cancer Optimal Care Pathways) and the Victorian cancer service system including practices in regional settings.
- Program governance: support required governance arrangements, working groups, reporting and risk management as outlined in the program plan and risk register.
- Data management leadership: support the delivery the VICS Optimal Care Summits program plan and mixed methods, including program impact and outcome evaluation. Deliver on the VICS Data and Information Management Framework and participate in the VICS Information Management Group.
- Data and information management, analysis, validation and interpretation: works with relevant program health datasets and the Department's Statewide Cancer Indicator Platform (eg. linked Victorian Admitted Episode Dataset, Victorian Emergency Minimum Dataset, Victorian Radiotherapy Minimum Dataset, Victorian Cancer Registry extract, and/or the Victorian Integrated Non-Admitted Health Dataset). Delivers data analysis, validation and interpretation to inform the work of the VICS program, improvement planning, and projects.
- Technical skills: develops and maintains SQL databases in the Victorian data Access Linkage Trust (VALT) environment for the analysis and release of linked and aggregated cancer data, including implementing database schema and protocols. Develops Microsoft Power BI dashboards, and uses data visualisation techniques (e.g. Power BI, R with ggplot2) to clearly communicate data insights to inform the program, cancer service improvement, and enabling unwarranted variation monitoring
- Project management: utilises project management skills for the timely management, provision, analysis, visualisation, and interpretation of health information and datasets.
- Relationship management and stakeholder partnerships: build and maintain positive and effective relationships throughout the VICS and with the Department's Analysis of Linked Information on Cancer team, and utilise these relationships to support the delivery of the program to a high standard. Represent the VICS professionally and credibly across a range of activities and summits.
- VICS support: work in collaboration with other ICS data management roles to manage, support or cover as needed, when others are on leave. Ensure collaborative relationships with all ICS Directors, VICS central roles, and other related VICS programs.

Position accountabilities

- Work collaboratively and positively under the direction of the NEMICS Director, VICS Quality and Optimal Care Program Manager and in collaboration with the VICS program leadership group, who provide executive leadership of the VICS Optimal Care Summits program.
- Promote and represent the interests of the VICS, ensuring representation of the VICS network, programs, member health services, and achievements of the VICS Optimal Care Summits program.
- Work in collaboration with VICS Program Directors, VICS central staff, VICS Clinical Directors, ICS program groups, ICS data managers and other cancer related stakeholders and partners.
- Work effectively and efficiently with the Victorian Department of Health's Cancer and Specialist Therapies unit and Analysis of Linked Information on Cancer team.
- Work positively and co-locate with NEMICS program staff in the NEMICS Program Office.
- Ensure a comprehensive understanding of Optimal Care Pathways, Victorian cancer policy, cancer linked administrative datasets, the Statewide Cancer Indicator Platform, cancer audit

data collection, cancer patient experience data, cancer service performance indicators, local ICS data resources, and the cancer service system throughout Victoria including practices in regional settings.

- Implement the VICS Optimal Care Summits program plan, deliver effective and timely data management of each strategic consultation.
- Ensure robustness, relevance and clear documentation for cancer care indicators used in VICS Optimal Care Summits.
- Have a comprehensive understanding of all relevant VICS protocols, procedures and plans including the *Victorian Cancer Plan, A guide to the Integrated Cancer Services*, the VICS style and brand guidelines.
- Deliver the role's key functions using effective leadership, technical skills, communication, program management, stakeholder management, organisation, time management skills, and decision-making skills.
- Excellent attention to detail with the ability to manage complex data and information accurately and effectively.
- Contribute to a positive team culture, adopt an open and effective communication style, demonstrate reflective practice, receive feedback, and avoid conflict.
- Ensure documentation management meets legal, professional, and organisational standards, including document control, record keeping, and reporting.
- Maintain strict confidentiality and privacy at all times, including requirements set out in the VICS Conditions of Access and Release policy, VICS Publications Protocol, and compliance with VICS disclaimer and copyright.
- Value the unique backgrounds, experiences, and contributions that each person brings to our team, and encourage and celebrate diversity.
- Identify and manage risks and issues as they arise, in consultation with the NEMICS Director, VICS Quality and Optimal Care Program Manager, and VICS executive leadership.

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>
- Undertake not to reveal to any person or entity any confidential information relating to patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer.
- Comply with the Code of Conduct.

Selection criteria

Essential knowledge and skills

- Tertiary qualification in health data management, biostatistics, data science, health informatics or an equivalent combination of relevant experience, education, and training.
- Demonstrated skills and experience with SQL database design, management, and interrogation.
- Experience working with large, linked health datasets, including clinical and hospital administrative data.
- Demonstrated experience preparing, analysing and reporting health data and linked health datasets.
- High-level organisation, problem solving, conceptual and analytical skills.
- Knowledge and understanding of state regulatory guidelines for clinical data management governance and data privacy.
- Excellent team and stakeholder engagement skills, including the ability to contribute to a positive team culture.
- Demonstrated experience with Power BI and advanced Excel.

Desirable

- Proficient in statistical analysis software such as R (including the production of reports using R Markdown and dashboards using R shiny) or similar.
- Demonstrated experience in the cancer care setting.

General information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health’s Aboriginal Employment website: <http://www.austin.org.au/careers/Aborigineemployment/>

Document review and agreement

Manager Signature	
Employee Signature	
Date	