

Work Placement Job Description – Examples only

Job Titles

- Clinical Informatics Manager
- Project / Program Manager
- Health Informatics Specialist
- Clinical Costing and Reporting Analyst
- Benefits Realisation Lead
- Digital / ehealth Officer

Accountabilities

- Manage the development, implementation, monitoring and evaluation of (insert name of program).
- Develop a set of actionable and targeted goals, tools and templates using an adaptable approach which is stakeholder (customer) focused and localised site by site.
- Establish the baseline benefits profile and the cycle of benefits reporting throughout the (insert name of program).
- Prepare benefits summary and analysis reports as required.
- Support in the analysis and evaluation of outcomes.
- Ensure effective stakeholder engagement and facilitate early identification of opportunities and risks through negotiating and influencing.
- Design and develop data collection tools and dashboard for benefit and outcome tracking and reporting.
- Identify and report on risks and issues, with suitable mitigation plans.
- Ensure compliance with all relevant policy, procedures, legislative and reporting requirements.
- Disseminating and providing accurate and up-to-date digital health information, in a timely manner.

Selection Criteria

Project Management Skills

- Demonstrated experience working in complex programs and managing stakeholders representing programs, vendors and government departments.

- Strong project coordination skills with the capacity to manage competing priorities, maintain attention to detail and to meet deadlines.
- Experience in leading teams, analysing information, understanding the stakeholder environment and providing advice and insight as well as implementing a program of work.
- Extensive experience in the evaluation of electronic health programs and measurement of benefits.
- Extensive experience in research, data collection, analysis and executive presentation methods.
- Demonstrated ability to take initiatives, prioritise and deliver solutions in a dynamic and challenging environment.

Costing

- Demonstrated sound knowledge of clinical costing methodology, standards and principles.

Processes

- Knowledge of clinical information data processes, including experience with (insert example system if appropriate).

Analytical Skills

- Highly developed analytical and numerical skills, with the ability to interpret complex information and communicate it to clinical and non-clinical stakeholders
- Can engage in critical reflection, synthesis and evaluation

Research Skills

- Demonstrated track record of contributing to peer reviewed publications in high quality journals.
- Demonstrated ability to undertake field work activities, such as ethnographic observations, conducting interviews or managing focus groups.
- Can develop, adapt and implement research methodologies to extend and redefine existing knowledge or professional practice.

Data & Information Management

- Demonstrated ability to undertake qualitative, quantitative or mixed methods data collection and analysis.
- Advanced skills in manipulating and analysing large amounts of data using a range of relevant applications and reporting tools.
- Experience in managing data quality and initiating quality improvements practices to ensure data integrity.

- Demonstrated experience in assessing information requirements, data analysis techniques and provision of high quality reports that support a performance management framework.

Interpersonal and Communication Skills

- Superior interpersonal, influencing and negotiation skills with extensive experience engaging and influencing key stakeholders and customers to influence and achieve optimal business outcomes.
- Excellent interpersonal skills and a demonstrated ability to communicate with stakeholders at all levels including health/IT executives, clinicians, and policymakers.
- Excellent interpersonal skills and a demonstrated ability to build relationships with government, industry, health/IT professionals and other key stakeholders.
- Evidence of providing expertise in the drafting of final reports including journal articles and technical reports.
- Strong written communication skills and experience with digital communication.

Autonomy vs Teamwork

- Proven ability to work with minimal supervision and operate as an effective team member.
- Self-motivated with the ability to work both as part of a team and autonomously.

Presentation Skills

- Evidence of capacity to present papers at conferences and workshops.
- Ability to disseminate and promote new insights to peers and the community.

Computer Skills

- Demonstrated computer skills including advanced MS Office and database management.

Travel Requirements

Capacity and willingness, including current driver's license valid in (insert state), to travel to (insert locations/offices) throughout (state), which may include overnight stay in regional / remote areas.