



Position Description

General Details	
Position title & classification	APS6 Digital Health Officer
Division	Clinical & Consumer Engagement & Clinical Governance
Team / branch	Clinical Strategy
Location	Sydney
Reporting to (<i>position title</i>)	General Manager, Clinical Strategy, Deputy CCIO
Security requirements	None required
About the Australian Digital Health Agency	Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy for Australia, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016 and is responsible for national digital health services and systems, with a focus on engagement, innovation, clinical quality, and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them.
Position context	Reporting to the General Manager, Clinical Strategy & Deputy CCIO, the Digital Health Officer is responsible for supporting the Clinical Strategy Branch in the elaboration of projects or program-related activities and tasks, to ensure projects are achieved on time and within budget. The role will work closely with the Clinical & Consumer Engagement & Clinical Governance Division, in addition to colleagues across all Agency Divisions, as the organisation functions as a matrix. The role will also work with external stakeholders as required. This role will perform a business analysis function, working with business and IT stakeholders to understand business requirements, develop process maps and facilitate solution design.

Position duties

The Digital Health Officer will provide a wide range of support services, including, but not limited to:

- Managing the development, implementation, monitoring and evaluation of (insert name of program);
- Developing a set of actionable and targeted goals, tools and templates using an adaptable approach which is stakeholder (customer) focused and localised as required;
- Establishing the baseline benefits profile and the cycle of benefits reporting throughout the (insert name of program), including the preparation of benefits summaries and analysis reports as required;
- Preparation of executive-level briefing papers, meeting papers supportive material as requested
- Supporting the analysis and evaluation of outcomes;
- Ensuring effective stakeholder engagement and facilitate early identification of opportunities and risks through negotiating and influencing;
- Designing and developing data collection tools and dashboard for benefit and outcome tracking and reporting;
- Identifying and reporting on risks and issues, with suitable mitigation plans;
- Ensuring compliance with all relevant policy, procedures, legislative and reporting requirements; and
- Adhere to the Agency Values and Code of Conduct.

Qualifications / experience

- Masters Degree or equivalent, with at least 5 years postgraduate experience;
- Strong project coordination skills with the capacity to manage competing priorities, maintain attention to detail and to meet deadlines with minimal supervision and operate as an effective team member;
- Extensive experience in leading teams, analysing information, understanding the stakeholder environment and providing advice and insight as well as implementing a program of work;
- Ability to demonstrate high levels of enthusiasm, initiative, flexibility, including strong organisational skills with the capacity to prioritise, multi-task, and achieve results;
- Proven engagement, collaboration and negotiation skills with a demonstrated ability to build, maintain and use relationships to achieve results with a customer focused approach;
- Highly developed analytical and numerical skills, with the ability to interpret complex information and communicate effectively in writing and verbally to a range of stakeholders;
- Demonstrated ability to undertake qualitative data collection and analysis and initiating quality improvements practices to ensure data integrity;
- Evidence of providing expertise in the drafting of final reports including journal articles and technical reports;
- Demonstrated computer skills including advanced MS Office and database management;
- Understanding of current trends and issues in the use of digital / ICT in clinical settings would be an advantage;
- 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.