

# Role description

## Position details

<b>Title</b>	<b>Data Collection Officer</b>	<b>Location</b>	Brisbane
<b>Salary range</b>	\$64,931 - \$72,343 per annum + super	<b>Classification</b>	AO3
<b>Division</b>	<b>Strategy, Policy and Planning</b>	<b>Branch/ Work Unit</b>	Statistical Services Branch, Statistical Collections and Integration Unit
<b>Reports to</b>	Senior Data Collection Officer	<b>No. Direct Reports</b>	Nil
<b>Status</b>	Temporary Full-time	<b>Leader Profile</b>	Team member

## The Department of Health

The Department of Health has a diverse set of responsibilities, and a common purpose of creating better health care for Queenslanders. The department is responsible for the overall management of the public health system in Queensland. We strongly believe in the need to work with people that value the goals of our organisation and who will thrive in our workplace.

To enable this vision, the Queensland Public Sector is transforming from a focus on compliance to a values-led way of working. The following five values underpin behaviours that will support and enable better ways of working and result in better outcomes for Queenslanders.



Customers First



Ideas into action



Unleash potential



Be courageous



Empower people

## About Strategy, Policy and Planning Division

The Strategy, Policy and Planning (SPP) Division provides core system leadership activities by setting strategy and direction for the health system, developing and responding to high level policy matters faced by the health system, planning across the wide-ranging activities of the health system (service needs planning, capital planning, workforce planning) and collating, providing and ensuring the integrity of the health information required of the Department in its system leadership role (both for external purposes, such as reporting in accordance with National Health Performance Agreements and Council of Australian Government requirements, and internally for the purposes of supporting strategic policy development and input into performance management activities).

The SPP Division consists of the Office of the Deputy Director-General and seven branches:

- Strategic Policy and Legislation Branch
- Workforce Strategy Branch
- Infrastructure Strategy Branch
- System Planning Branch
- Aboriginal and Torres Strait Islander Health Branch
- Funding Strategy and Intergovernmental Policy Branch
- Statistical Services Branch

## About Statistical Services Branch

The Statistical Services Branch (SSB) is responsible for:

- Ensuring the availability of trusted, timely, validated information for the Department to enable policy development, decision-making, clinical improvement, planning, performance monitoring and evaluation of health services, for reporting required under legislation and national agreements and to maximise funding.
- Maintaining the Queensland Department of Health's reputation as a quality provider of information, and Queensland's recognition nationally for the quality, completeness, consistency and timeliness of the data reported.
- Providing leadership, expert advice, strategies and support in relation to statistical issues.
- Developing, maintaining and promoting state-wide statistical standards and reference files, and the corporate statistical metadata repository.
- Collecting, validating, processing and maintaining major corporate data collections and holdings, such as admitted patient, hospital activity and perinatal data collections.
- Acting as a central reference point for health related statistical information enquiries:
  - Providing output for internal and external clients, including researchers;
  - Providing a linkage service and a repository of linked data for internal and external clients, including researchers;
  - Publishing a wide range of data, and information and technical papers electronically;
  - Providing analytical services to assist in monitoring and informing safe, effective and patient-centred care.
- Coordinating and supplying data to satisfy internal and external reporting requirements.
- Developing and maintaining Statistical Services Branch core systems.
- Managing the Clinical Knowledge Network.
- Providing support to data providers, custodians and users in relation to the quality, completeness, and consistency of data.

The Branch consists of the Office of the Executive Director and four units:

- Statistical Analysis and Linkage
- Statistical Collections and Integration
- Statistical Reporting and Coordination
- Statistical Standards and Strategies

## About Statistical Collections and Integration

Statistical Collections and Integration Unit (SCIU) is one of four units in the SSB and is responsible for the centralised collection, processing and validation of data of several major corporate health-related data collections. The data are available for health services planning, research into diseases, monitoring standards of care, determining funding levels, and national reporting requirements.

## About the role

### Purpose

- To assist with the day-to-day management of collections within Statistical Collections and Integration Unit, Statistical Services Branch.
- Contribute to the timely production of accurate data to meet state and national reporting requirements.
- Assume the responsibility for the classification or coding of data not completed at the source.

### Key accountability examples:

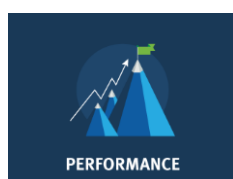
- Fulfil the responsibilities of this role in accordance with QPS values as outlined above.
- Organise the production and distribution of all forms and related matter to data providers.
- Organise the receipt of data and monitor registers to ensure timeliness of receipt and completeness.
- Organise the consistency checking of the data provided and the querying of missing, incomplete or inconsistent data back to providers.
- Undertake routine computer operations using 'off the shelf' software and 'in house' applications.
- Assist in the identification of staff training needs and provide staff with training and guidance as required.
- Undertake the classification or coding of items not completed at the source – including diagnostic coding of morbidity items, geographic area coding, coding of data items to agreed code sets, etc.

## Organisational fit

The Department of Health recognises that organisational success is driven by excellence in leadership and management.

The five success factors below have been identified as most relevant to success within the Department of Health.

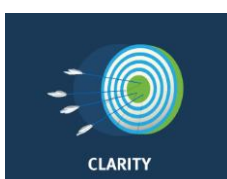
Team members are expected to embrace and model behaviours that achieve these success factors and develop an organisational culture enables the Department of Health to meet its current and future strategic objectives.



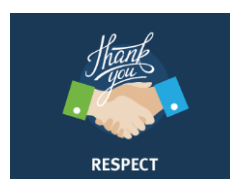
Aspiring to high performance and supporting excellence



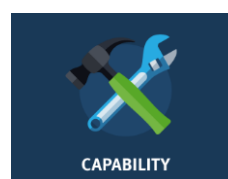
Connecting with each other, our community and the system



Understanding our role and the contribution we all make



Respecting other and valuing diversity



Continually developing our own capability and others

## Role fit

The essential requirements for this role are:

- Experience in the collection and processing of data.
- Ability to identify and resolve problems and identify opportunities for improvement.
- Well-developed communication skills to enable effective interaction in individual and group situations.
- Experience in the organisation of workflows and schedules with respect to yourself and other staff.
- Well-developed skills in the use of computers using 'off the shelf' software and the ability to quickly develop skills in the use of 'in house' applications.
- Ability to rapidly acquire skills in classification and coding systems.

## Employee obligations

### Occupational Health and Safety

The Department of Health aims to maintain a safe, healthy and secure work environment for all employees, clients, visitors and contractors. Achieving this aim is the responsibility of all.

### Disclosure of any pre-existing injury or medical condition

Applicants may be required to disclose any pre-existing injury or medical condition of which they suspect would be aggravated by performing the role. Details are available in section 571 of the Workers' Compensation and Rehabilitation Act 2003

(<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-027#ch.14-pt.1-div.1>)

### Respect in the Workplace

The Department of Health values and respects the diversity of its workforce and believes that all its employees should be treated fairly and with dignity and respect. All employees of the Department must

show respect for each other, visitors, the general public and contractors by treating them fairly and objectively, ensuring freedom from discrimination, sexual harassment, racial or religious vilification, victimisation and bullying. The Department of Health is an equal opportunity employer.

To demonstrate support for a safe, secure and supportive workplace, the Department of Health is a White Ribbon Australia accredited workplace.

## Human Rights Act

We are committed to building inclusive cultures in the Queensland public sector that respect and promote [human rights](#) and [diversity](#).

## Additional information

Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a Blue Card, unless otherwise exempt.

Discover more about employment at the Department of Health, our people and opportunities to join our team at the [Queensland Health](#) webpage. This page also provides information on how we meet our privacy obligations. To reflect the diversity within the communities and people we support and serve, we seek to hire a workforce that is both representative and diverse. With a focus on inclusion, accessibility and flexibility, we are committed to supporting you in your career with us.