

# Position Description

<b>Position Title:</b>	Information Services – Data Integrity Officer
<b>Reports to:</b>	Manager, Data and Reporting
<b>Department:</b>	Information Services
<b>Directorate:</b>	Finance, ICT and IS
<b>Cost centre:</b>	P0208
<b>Code &amp; classification:</b>	Managers and Administration Officers Grade 4 (HS4)
<b>Employment conditions:</b>	Victorian Public Health Sector (Health and Allied Services and Managers & Administrative Workers) Single Interest Enterprise Agreement 2016-2020 and its successors and GV Health Policies and Procedures (and as varied from time to time)

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**GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

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## POSITION SUMMARY

The Data Integrity Officer is an integral part of the information Services Data and Reporting Team. This Team shares the responsibility for the coordination, management and organization of statutory reporting governance, education / training and data cleaning. The role will involve liaising with key stakeholders, development of training materials, education of staff and statutory reporting data audit and review.

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## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to:**

- Work with GVH, IS data team to achieve quality data for statutory reporting purposes.
  - Engage with all stakeholders to ensure effective communication and liaison with key members of staff
  - In conjunction with Manager, Data and Reporting, develop and coordinate meetings as required – including agendas preparation, minutes and correspondence
  - Assist in preparation and presenting of progress and evaluation reports as required
  - Report and escalate to senior management any issues or concerns regarding the specific areas of responsibility
  - Work within designated timeframes and budget requirements
  - Assist with management of effective change and communication throughout the organisation
  - Work with GVH, IS data team to achieve quality data for statutory reporting purposes.
- Work with Information Services Leadership Team to develop and provide appropriate training programs to relevant GV Health staff

- Contribute to the overall performance of the team and organisation through communicating and interacting effectively with others
  - Work collaboratively with GV Health staff to design and implement risk management strategies to ensure disaster preparedness and business continuity including identifying potential risks and implementing mitigation strategies
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## **QUALITY, SAFETY, RISK and IMPROVEMENT**

- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce
- Contribute to organisational quality and safety initiatives
- Complete the mandatory training requirements as defined by GV Health
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements

## **OTHER REQUIREMENTS FOR NON-CLINICAL EMPLOYEES:**

- Develop and maintain collaborative relationships with all other teams and professionals
  - Understand and act in accordance with the GV Health Code of Conduct, values and relevant policies, procedures and guidelines
  - Uphold and protect consumer rights and maintain strict confidentiality
  - Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times
  - Improve performance by seeking feedback, setting goals and participating in annual performance reviews
  - Participate in committees and professional groups and disseminate relevant information to relevant employees
  - Promote GV Health as a quality regional health service provider.
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## **KEY SELECTION CRITERIA**

### **Essential:**

- Experience in data quality monitoring of health information
- Excellent analytical, conceptual and problem-solving skills
- Advanced Excel and Word skills • Excellent attention to detail, thoroughness and follow through
- Excellent interpersonal skills and an ability to work in a team environment

**Desirable:**

- Clinical experience working with patient information will be highly regarded
- Knowledge of Victorian DHS Statutory Reporting Requirements (especially, AIMS, VEMD, VEAD, ESIS, VINAH) will be highly regarded
- Experience with contemporary reporting solutions
- Experience working with i.PM patient administration system is an advantage

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**KEY PERFORMANCE INDICATORS****Your performance will be measured through your successful:**

- Active participation in activities of the Data and Reporting Team
- Development and maintaining of collaborative relationships with all other teams and professionals
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity
- High quality work that is accurate and efficient as reflected in adherence to work targets
- Attendance and active participation at meetings as required
- 100% compliance with training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process
- Maintain effective liaison and communication within key stakeholders to ensure data collection and reporting needs are understood and changes implemented effectively when required
- Active participation in activities of the Data and Reporting Team

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**ALL GV HEALTH ALL STAFF ARE REQUIRED TO**

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;

- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Victorian Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.

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## ACCEPTANCE

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

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<b>Directorate</b>	<b>Finance, ICT and IS</b>
<b>Reviewed by:</b>	Manager, Data and Reporting
<b>Issue Date:</b>	July 2025

## ABOUT US

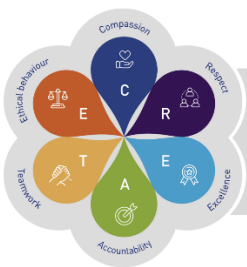
Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

## OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

## OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



COMPASSION  
RESPECT

EXCELLENCE  
ACCOUNTABILITY

TEAMWORK  
ETHICAL BEHAVIOUR

GV Health Vision and Values: [Values and Vision - GV Health](#)

## OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

## FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)