Position Title: Senior Data Specialist
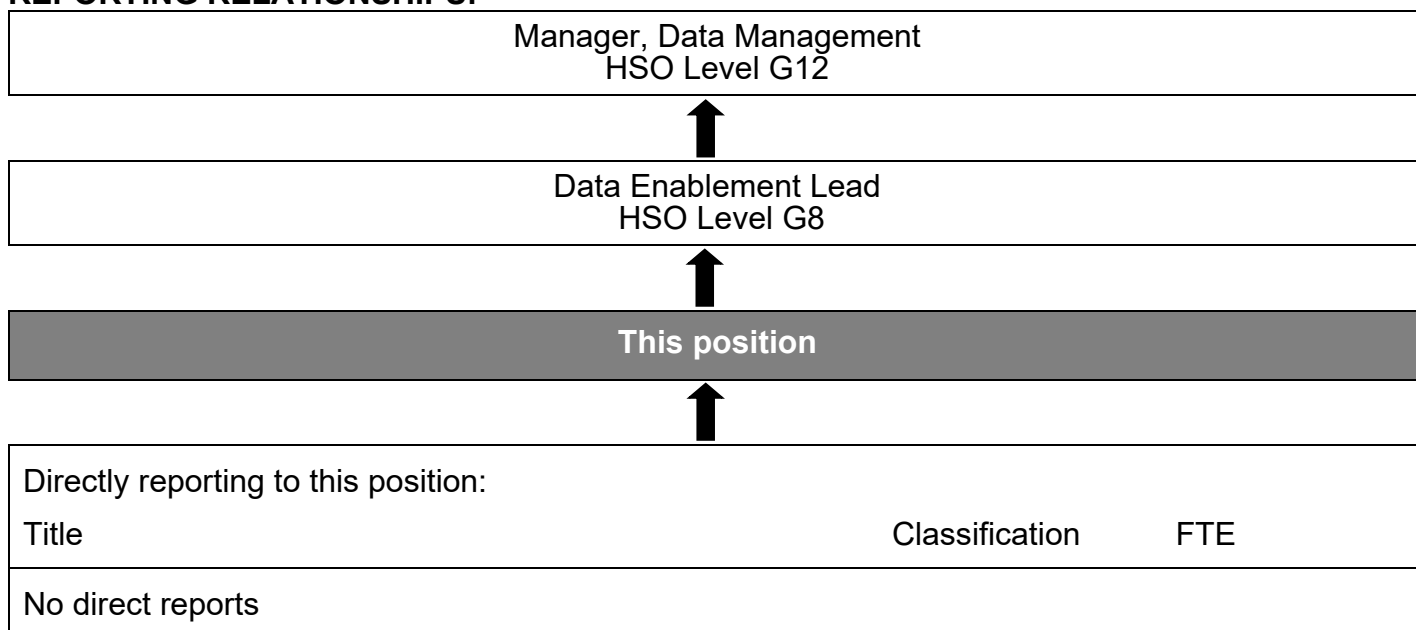
Classification	HSO Level G7
Employment Instrument	Health Salaried Officers Agreement
Organisation	Health Support Services
Business Unit	ICT
Function	Applications
Location	Perth Metropolitan Area

KEY ROLE STATEMENT

As part of the Health Support Services (HSS) ICT Business Unit, the Senior Data Specialist is responsible for:

- Engaging with WA Health stakeholders to enhance the data management processes and increase enterprise data platform adoption.
- Collaborating with stakeholders to build and support data models, maintain the enterprise data catalogue and implement continuous data enablement improvements.
- Creating and monitoring data ingestion and integration controls and resolving data issues.
- Supporting the development and management of metadata repositories, data lineage tracking, and data management tooling.

REPORTING RELATIONSHIPS:

Manager, Data Management
HSO Level G12

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Data Enablement Lead
HSO Level G8

⬆

This position

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Directly reporting to this position:

Title	Classification	FTE
No direct reports		

ORGANISATIONAL CONTEXT:

Health Support Services (HSS) is the shared service centre for the WA public health system. We provide a suite of services to more than 65,000 employees across WA's public health services and hospitals. Our services include:

- Information, communication and technology services (ICT)
- Procurement and supply
- Workforce services, including payroll, recruitment and appointment, NurseWest and workforce data
- Financial services
- Delivery of customer-driven programs and projects

Our vision is to provide great services to our customers, be known as a valued partner, and support the health of all Western Australians. We seek to achieve this by delivering on our purpose of supporting our customers to provide excellent health care.

Whether you work in our corporate offices, at our customer sites, or out at our warehouses – collectively, our focus is on providing simple, reliable, responsive and sustainable services.

We are a workforce of over 1,400 innovative, dedicated and enthusiastic people. We embrace diversity and believe that our best services come from a workplace where varied perspectives and experiences are welcomed and encouraged.

We are undergoing a major business transformation to establish HSS as a modern shared services organisation and we're seeking the right people to grow our team.
It is an exciting time in the health sector and a defining period for HSS.

HSS VALUES

| We put our customers at the heart of what we do | We value and care for each other | We promise, we own, we do | We will find a way | We make a difference together |

Our values guide our behaviours and the way we interact with our customers and each other.

BUSINESS UNIT ROLE:

The ICT Business Unit provides solution development, implementation, transition and operations support for the WA health system's clinical and corporate business systems. This includes the strategic planning, architecture and ongoing management of the WA health system's ICT network, applications and infrastructure, provision of ICT support to WA health system customers and the management of ICT security and risk (including security of patient data).

POSITION RESPONSIBILITIES:

HSS Participation (Self):

- Maintains a culture of putting customers at the heart of everything we do and demonstrates a constant approach to the organisation, values and behaviours.
- Contributes effectively to business improvement and change management activities.
- Undertakes all duties in accordance with the WA health system's Code of Conduct, WA Public Sector Code of Ethics, Occupational Safety and Health and Equal Employment requirements, and other relevant legislation.
- Proactively contributes to maintaining the HSS Occupational Safety and Health Management (OHS) Framework.
- Takes personal accountability of own performance, and participates in all performance development activities.
- Collaboratively engages with team members, encouraging discussion whilst harnessing different viewpoints creating positive outcomes for key stakeholders.

Role Specific Responsibilities and Key Outcomes:

- Collaborates with team members to implement data management controls and establish monitoring mechanisms that provide customer assurance on the accuracy and completeness of data stores.
- Provides technical consultative services to enable data custodians to manage data profile and quality capabilities including providing guidance on how to embed processes into the business functions.
- Collaborates with stakeholders to establish and review business processes and standards for data management and compliance based on the WA Health processes and standards.
- Act as a key stakeholder for the creation and implementation of standards, guidelines and procedures for data cataloguing and data lineage based on HSS ICT Applications standards.
- Maintains the data management tooling to support data subject matter experts (SMEs) to identify and understand complex data relationships and issues across data assets.
- Provides guidance to data platform users and source system owners to address complex data issues including root cause analysis and supporting the design of action plans.
- Leads the development of monthly data platform audit reporting across data domains to ensure the integrity and secure management of data assets.
- Establishes metrics to monitor, report and improve data management in liaison with key stakeholders.
- Identifies issues and contributes to the implementation of continuous improvement strategies.
- Collaborates with key stakeholders and establishs roadmaps to deliver data catalogue capabilities and data enablement improvement initiatives.
- Supports the team leader in the development of data management risk mitiation strategies, frameworks, roadmaps and business cases to achieve business objectives.
- Supports the implementation of governance and control frameworks pertaining to data security, and personal identifying information (PII) and personal health information (PHI).

Stakeholder Management

- Interacts with key internal and external stakeholders to understand requirements and produce solutions that deliver value to the business function.
- Builds and maintains positive working relationships with key internal and external stakeholders in order to maintain business knowledge, understand prioritisations and effectively liaise, consult, negotiate and collaborate to achieve these.

- Builds and maintains strong industry relationships within relevant areas.
- Builds and maintains collaborative working relationships with other HSS staff.

Other
- Other duties as required.

SELECTION CRITERIA:

ESSENTIAL CRITERIA:

1. Demonstrated high level experience in the end-to-end delivery of cloud-based data warehousing and data lifecycle management activities including data ingestion, curation, and presentation.
2. Demonstrated high level experience working within data governance programs and delivering data management tooling.
3. Demonstrated expertise in advanced SQL and Python.
4. Demonstrated experience designing and implementing data cataloguing and data management tooling.
5. Demonstrated experience in maintaining data management tools, including delivering data lineage and data profiling capabilities.
6. Demonstrated experience building, maintaining and analysing complex data management reports and dashboards.
7. Highly developed written and verbal communication skills with the ability to liaise and negotiate with end users and vendors.

DESIRABLE CRITERIA:

1. Qualification in an Information Systems, Information Technology, Computer Science, or related area.
2. Experience in a health care information technology environment
3. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment and service delivery.

APPOINTMENT FACTORS

Appointment is subject to:

- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity Check
- Pre-Employment Health Assessment

The details contained in this document are an accurate statement of the deliverables and other requirements of the job.

Version control	Description	CRC Approval Date	Registered Date
Vs 1.0	JDF Created	6/04/2023	5/03/2025