

Team Lead, Data Provision

Department of Health • All Melbourne VIC



Base pay

\$101,120 - \$111,734



Work type

Full Time



Contract type

Permanent

Perks

TRAINING

Skills

LEADERSHIP

DATA COLLECTION

DATA MANAGEMENT

DATA QUALITY

OPERATIONS

SYSTEMS MANAGEMENT

TEAM LEAD

Full job description

Application Closes: 30 June 2021

Role: Team Lead, Data Provision (Fixed term - part time until 31 December 2021)

Number of vacancies available: 0.4

Office Location(s): 50 Lonsdale Street/Work from home

Position Summary:

Works with Portfolio Partnerships, Reporting and Dynamic Requests Leads to achieve team objectives.

Engages with Leads to understand and deliver on intelligence requirements.

Delivers public health surveillance data and reporting to support Dynamic Reporting and Surveillance Leads and Intelligence Branch operations.

Job details



Date posted

20 Jun 2021



Expired On

27 Jun 2021



Category

Information Technology



Occupation

Team Leader



Base pay

\$101,120 - \$111,734



Contract type

Permanent



Work type

Full Time



Job mode

Standard/Business hours



Work Authorisation

**AUSTRALIAN CITIZEN /
PERMANENT RESIDENT**

Provides oversight and leadership to Data Provision Team, managing team members, prioritising tasks and re-allocating staff as needed.

Drives development of new or improved surveillance reporting.

Responsibilities

- Communicate surveillance reports and advice to senior leadership, as required.
- Liaise with other Portfolio Partnerships, Reporting and Dynamic Requests leads to oversee development and provision of new surveillance reporting products.
- Direct, oversee and support data provision team and the associated tasks being carried out, including regular and ad hoc reports for internal and external stakeholders.
- Engage other intelligence teams and operations on data management and processes to ensure timely and accurate reporting.
- Provide quality assurance on data collation and input to ensure timely and accurate reporting.
- Drive ongoing improvements to data quality and processes.
- Responsible for directing staff (direct reports).

Additional Tasks

- Provide surveillance and reporting insights to Dynamic Reporting Team to inform COVID-19 policy response.
- Ensure relevant SOPs and protocols for the Data Provision section are developed and accessible.
- Work with the appropriate lead roles to develop and maintain data collection and reporting.
- Generate data and ensure there are appropriate processes to support production of routine reports, as required.
- Provide systems management support for the DHHS/VICNISS relationship regarding COVID-19 patient surveillance.
- Overseeing orientation and training of new Data Provision Team members.

HOW TO APPLY:

Applicants are encouraged to apply online, submitting a cover letter and a current resume.

Please note: For this position, you are not required to address each of the key selection criteria in a separate written document.

Preferred candidates will be required to complete pre-employment screening, including a national police check and misconduct screening.

Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa. Work eligibility will be checked as part of the recruitment process.

For further information please visit the Department of Health

Click '**Apply Now**' to submit your interest in this position.