

## POSITION DESCRIPTION

<b>Position Title:</b>	Data Governance Analyst
<b>Business Unit/Department:</b>	Data Governance and Compliance
<b>Division:</b>	Health Information and Performance
<b>Award/Agreement:</b>	Health and Allied Services, Managers and Administrative Workers Enterprise Agreement 2021-2025
<b>Classification:</b>	HS4
<b>Reports To:</b>	Manager, Data Governance and Compliance
<b>Direct Reports:</b>	Nil
<b>Date Prepared/Updated:</b>	16 July 2025

### Position Purpose

The Data Governance Analyst supports the implementation and continuous improvement of the Western Health data governance framework and initiatives. This role manages and maintains the enterprise data governance tools such as data catalogue / inventory, and works with various stakeholders such as data owners, data stewards, DTS (Digital Technology Services) and DH (Digital Health) professionals to deliver data governance initiatives that support high-quality patient care, improve operational efficiency, optimise funding opportunities, enable evidence-based decision-making, and ensure legal and regulatory compliance.

### Business Unit Overview

The Health Information and Performance Division sits within the Strategy, Partnerships and Corporate Governance Directorate. The Division has close ties to the Digital Health and Digital Technology Services Divisions and is primarily responsible for the management, governance and utilisation of the organisations data and information assets. It ensures that information, analysis and insights required to support the organisation in its provision of best care to patients is delivered efficiently and effectively using contemporary tools and processes, and that the operational processes required for proficient corporate and medical records management, clinical coding, data governance and activity-based funding are optimised. In addition, the Division is responsible for ensuring that health service data reported to the Department of Health complies with all applicable requirements and business rules.

The Division has 104 FTE and an operating budget of \$14M. It has staff located at Footscray, Sunshine, Williamstown and Bacchus Marsh Hospitals, Melton Health and Community Services and the Mid-West Area Mental Health Service. The departments within Division that are independently managed are;

- Performance Reporting and Analytics
- Business Intelligence

### Our Vision

Together, Caring for the West  
*Patients – Employees – Community – Environment*

- Clinical Coding Services
- Record Services
- Data Governance and Compliance
- Mental Health - Health Information Services

### Key Responsibilities

- Support the implementation and continuous improvement of the enterprise data governance framework, roadmap and initiatives.
- Collaborate with different stakeholders to resolve and manage various data issues.
- Manage and maintain the enterprise data inventory and business glossary, ensuring the quality of metadata.
- Support the resolution and management of data quality issues with relevant teams and stakeholders.
- Support data privacy protection measures in line with legal and regulatory requirements (e.g., Health Record Act 2001 (Vic), PDP 2014 (Vic)) as well as organisational policies and procedures.
- Contribute to training and awareness initiatives to build and uplift data literacy.
- Stay current with industry trends in data governance and share best practices with the teams and stakeholders.

### Key Working Relationships

#### Internal:

- Manager, Data Governance and Compliance
- Clinical Documentation Improvement Specialists
- Performance, Reporting and Analytics
- Business Intelligence
- Records Management
- Digital Technology Services
- Digital Health
- Some Clinical and Non-clinical Units

#### External:

- Services and products vendors

### Selection Criteria

#### Essential

- Tertiary degree in Data Science, Computer Science, Health Informatics, or a related field, or equivalent work experience.
- 3+ years of experience in data governance, data management, health informatics, or a similar role.
- Strong understanding of data quality, metadata, and data privacy.
- Strong interpersonal skills with a proactive and collaborative mindset.
- A keen interest in data governance and a passion for learning new knowledge and skills.

#### Desirable

- Experience working with data governance tools and solutions such as Microsoft Purview.
- Experience in highly regulated industries, particularly Healthcare.
- Certification in data governance or data management such as CDMP (Certified Data Management Professional).

### Additional Requirements

### Our Vision

Together, Caring for the West  
*Patients – Employees – Community – Environment*

All employees are required to:

- Obtain a police / criminal history check prior to employment.
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment.
- Report to management any criminal charges or convictions you receive during the course of your employment.
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures.
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

### General Information

- Redeployment to other services or sites within Western Health may be required.
- Employment terms and conditions are provided according to relevant award/agreement.
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Western Health is a smoke free environment.

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name:	Click here to enter the Employee's name.		
Employee's Signature:		Date:	Click here to enter a date.

### Our Vision

Together, Caring for the West  
Patients – Employees – Community – Environment