

POSITION DESCRIPTION

Position Title:	Data Management & Integration Specialist
Business Unit/Department:	Business Intelligence
Division:	Health Information & Performance
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 4 – Level 1 to Level 5 (HS4 to HS29)
Reports To:	Business Intelligence Manager
Direct Reports:	N/A
Date Prepared/Updated:	18 November 2025

Position Purpose

This role is responsible for establishing and managing robust data integration and maintenance capabilities within Western Health's IntelPlus environment, which underpins the CostPro and ChargePro applications. IntelPlus currently aggregates data from approximately 20 diverse source systems, ranging from enterprise-grade platforms to ad hoc Excel and text-based files.

Given the dynamic and continually evolving nature of Western Health's data landscape, this position is critical to ensuring data quality, integrity, compliance, and timely availability. The role will consolidate responsibilities currently shared between CBS and Western Health, providing a centralised and dedicated focus on IntelPlus data operations.

In addition, the position will support the broader Finance team by streamlining, automating, and optimising data-related processes, including those required for month-end reporting cycles.

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.

Our Vision

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The Division has 104 FTE and an operating budget of \$15M. 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 the Division that are independently managed are: • Business Intelligence • Clinical Coding Services • Data Governance and Compliance • Mental Health - Health Information Services • Performance Reporting and Analytics • Record Services
Key Responsibilities Data Integration and Management • Develop, implement, and maintain ELT/ETL processes within the IntelPlus environment to support accurate, timely, and efficient integration of data from multiple source systems. • Design, document, and optimise data pipelines to ensure scalability, reliability, and alignment with Western Health's data architecture standards and operational requirements. • Engage proactively with product owners and stewards of critical data sources to understand data structures, changes, dependencies, and upstream impacts on IntelPlus, CostPro, and ChargePro. • Coordinate data onboarding and source system updates, ensuring new or modified data feeds are correctly integrated, tested, and validated before release. • Establish and execute data reconciliation processes to validate completeness, accuracy, and consistency of data across source systems, staging layers, and IntelPlus outputs. • Monitor ongoing data quality and pipeline performance, identifying anomalies, resolving issues, and implementing preventative measures. • Ensure compliance with data governance, privacy, and security requirements, including appropriate handling of sensitive financial and operational data. • Maintain comprehensive documentation for data pipelines, data models, workflows, and operational procedures. System and Process Optimisation • Support and enhance self-service capabilities that enable authorised users to ingest data into the staging environment, including providing guidance, documentation, and quality checks. • Maintain and update business rules within IntelPlus to ensure they accurately reflect evolving operational requirements, finance processes, and organisational changes. • Work closely with product owners and operational teams to identify opportunities to improve or automate business rules and staging processes for greater efficiency and reliability. • Collaborate with Finance teams to streamline, automate, and enhance data flows supporting month-end and ad-hoc reporting cycles. Support and Enhancements • Support evolving patient billing and costing requirements. • Provide technical support and data expertise to the Finance Department. • Support CostPro and ChargePro users through troubleshooting, improvements, and user-driven enhancements. In addition to the key responsibilities specific to your role, you are required to deliver on the Key Organisational Accountabilities which are aligned with the Western Health strategic aims.
Key Working Relationships Internal: <i>Primary Stakeholders:</i> • Clinical Costing Analysts • Finance Revenue Team • CostPro and ChargePro Users

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Other Stakeholders:

- Finance Business Partners
- Business Intelligence Team
- Digital Technology Solutions (DTS)
- Digital Health Team
- Departmental leads and subject matter experts for various software systems

External:

- CBS (software vendor)
- Department of Health
- Health Roundtable

Selection Criteria**Essential:**

- Relevant tertiary qualification or background in database development, including experience in delivering integration solutions.
- A minimum of 2 years' experience working with Microsoft SQL Server.
- Demonstrated excellent interpersonal and communication skills, with experience engaging a diverse range of stakeholders.
- Proven ability to manage multiple concurrent projects, ensuring timely delivery through a structured approach to problem-solving.
- Commitment to professional standards, exhibiting high accuracy, attention to detail, and effective time management.
- Strong understanding of data integrity, governance, and reconciliation practices.

Desirable:

- Familiarity with IntelPlus, CostPro, and ChargePro platforms.
- Power BI development skills, especially in a healthcare or financial context.
- Exposure to healthcare data standards and enterprise patient systems (e.g. PAS, EMR).
- Knowledge of Clinical Costing practices.
- Knowledge of hospital private billing rules and requirements.
- Experience with Magiq and Oracle FMIS

Additional Requirements

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), Occupational Health and Safety (Psychological Health) Regulations

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2025, 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 of the Family Violence Protection Act 2008 and Part 6A of the Child Wellbeing and Safety Act 2005, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022

- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- The role is based at Williamstown Hospital but travel to other sites from time to time is required.
- The role is suitable for a hybrid arrangement with the option to work from home on designated days.
- Redeployment to other services and 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: _____

Employee's Signature: _____ Date: _____

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