

## Position Description

<b>Position Title:</b>	<b>Data and Reporting Officer – Mental Health /Wellbeing Team</b>
<b>Classification:</b>	Stream C - Specialists, Band 2

### Purpose of the Role

This role will support the mental health and wellbeing teams in collection, entry, collation, extraction and upload of required client and service delivery data and related administration. This role champions data integrity and supports the presentation of data and reports to assist in the evaluation of service delivery, operational decision making and meeting contract deliverables.

### Key Relationships

The Data and Reporting Officer, works closely with Portfolio Manager Psychosocial, Portfolio Manager Mental Health the General Manager – Operations, Clinical System Support Officer, Psychosocial and Strong Minds Team Leads and program team members. They also have working relationships with Portfolio Manager Mental Health, team members involved in data and administrative tasks throughout the organisation, external contractors, suppliers, and other Marathon Health business areas as required.

### Position Responsibilities

Responsibilities for this position include, but are not limited to:

- Support the collection and reporting of the Organisation and Program Minimum data set.
- Collate and extract data related to program service delivery and ensure upload as required to relevant funding body portals within required deadlines.
- Document associated processes and procedures.
- Implement training to ensure the upskilling of mental health and wellbeing administrative team members
- Conduct regular data integrity checks and provide skills training to program team members to ensure the accurate capture of all data relevant to service delivery within the Commonwealth Psychosocial Support and the Strong Minds programs.
- Support team on Mastercare and EMR system data and service delivery record processing.
- Maintain an expert knowledge of PMHC-MDS and Mastercare (or other EMR) system integration updates and changes.
- Assist mental health and wellbeing portfolio management teams in the execution of required process changes.
- Ensure the timely documentation and education to mental health and wellbeing teams of required.
- Support mental health and wellbeing portfolio team members in conducting data integrity checks within their portfolio.
- In collaboration with the mental health and wellbeing management team, assist in meeting contractual reporting obligations including data and narrative elements as required
- Design, develop and deliver service delivery data reports to support the mental health and wellbeing management team to evaluate service delivery and make data-informed operational decisions.

- As required, support the Mental Health management teams in the analysis and evaluation of data reports.
- Support the Clinical System Support Officer and Data and Analytics team with required expertise of PMHC-MDS and mental health data reporting requirements.
- Provide training and support to Mental Health teams required to report to PMHC-MDS
- Maintain and improve reporting and service systems to maximise efficiencies.
- Be a data and systems champion representing the Mental Health Portfolio and attend Mastercare champions meetings

### Other Duties

- Demonstrate and uphold our values at all times.
- Comply with the Work Health and Safety policies and procedures at all times.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment used in the office.
- Other duties as directed from time to time.

### Our Values

Staff are expected to demonstrate our **ICARE** values:

**I**ntegrity & Trust

**C**ollaboration & Innovation

**A**chievement & Excellence

**R**espect & Empowerment

**E**mpathy & Understanding

### Special Job Requirements

1. National Police Check with a satisfactory outcome and Working With Children Check clearance for paid work
2. NDIS Worker Screening check, qualifications and professional registration as applicable to this role
3. Eligibility to work in Australia
4. Valid Australian Drivers Licence

### Note:

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfil the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

## **Selection Criteria**

### **Essential**

- Experience in data management in client/consumer management systems.
- Experience in export and import of data between information management systems.
- Excellent written and verbal communication skills, including ability to effectively communicate with technical and non-technical staff.
- Demonstrated high level organisation, communication and time management skills.
- Demonstrated ability to work within a multidisciplinary team.
- Demonstrated passion for data integrity and utilisation of data to inform decisions.
- Strong MS Excel Skills with experience manipulating data into meaningful reports.
- Exceptional attention to detail and problem-solving skills.

### **Desirable**

- Experience in data management utilising an electronic medical record system.
- Experience in Primary Mental Health Care (PMHC)-MDS data management.
- Experience in the use of InfoShare for data management with the Department of Communities and Justice.
- Experience in data management and analysis, including scoping and defining report templates.
- Experience using reporting and data visualisation tools to analyse data trends and insights.
- Experience designing, building and implementing standardised reports with an ability to identify data sources and sourcing any missing data required for contractual/operational reporting.
- Microsoft Power BI Skills.