

Position Description

Position title	Project Officer – Data and Research
Department / Division	Centre for Health Analytics/Allied and Digital Health
Classification	Grade 5 Year 1 – Grade 5 Year 5 (AO51-AO55)
Position reports to	Data Services Team Lead, Centre for Health Analytics
No. of direct & indirect reports	0
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

The Royal Children's Hospital
The Royal Children's Hospital's (RCH) vision is <i>a world where all kids thrive</i>. RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts. RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria. Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries. We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/. RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact. Further information on RCH is available at www.rch.org.au

ROLE CONTEXT
The Centre for Health Analytics is an exciting collaborative venture for the Melbourne Children's campus partners – The Royal Children's Hospital, MCRI and The University of Melbourne. The Centre enables the vision of Melbourne Children's to become an internationally leading paediatric campus in the use of data to improve all aspects of patient care, operations, education, and research. The Centre delivers data services to the Campus, enabling access to data and analytics support, builds data infrastructure and is building a

data enabled workforce through a range of workforce development initiatives. Our vision being to unleash the power of data to improve health.

ROLE PURPOSE

The Project Officer will assist clinician investigator(s) and data analysts in designing, planning, running and evaluating data related improvement projects and EMR embedded research trials.

The position will be supported by trial statisticians in the Clinical Epidemiology and Biostatistics Unit (CEBU) as well as the director and other staff of the MCTC. Importantly the role will also be supported by the analysts working in the CHA data services team. The Project Officer will assist with the generation of processes, relationships and infrastructure which will facilitate future improvement projects and embedded research trials.

KEY ACCOUNTABILITIES

Leadership / Strategy

- Drive project management for specific smaller projects.
- Prepares project and status reports, including describing project progress and outcomes.
- Assist and contribute to tender and grant applications as required.
- Ability to work independently and solve novel problems.
- Facilitate and lead internal and external meetings to achieve project outcomes.

Administration

- Contribute to preparation, collection and methodology as required by the project or research group.
- Manage competing priorities to deliver projects in a timely manner.
- Report on the status of work packages for which you are responsible.
- Work with clinician researcher(s) and other staff to assess, design and deliver embedded trials and/or quality improvement projects.
- Work with MCTC in the process of calling for embedded research trial ideas and assist with the evaluation of proposals for trials.
- Participate in a range of other appropriate activities undertaken by the MCTC and The Centre for Health Analytics.

Stakeholder management

- Build and maintain a good working relationship with the other campus data related teams and a wide range of MCRI and RCH stakeholders to ensure the Centre for Health Analytics achieves its goals.
- Collaborate with stakeholders to understand the impact of clinical workflows on the secondary use of clinical data for quality improvement and research projects.
- Liaise and manage stakeholder expectations in relation to project delivery (time/resource/cost implications/risk).

Team work

- Contribute to an innovative and collaborative work environment.
- Actively participate as part of a team to ensure ongoing excellence in project delivery.

Quality

- Develop materials, education resources, processes and other infrastructure to facilitate future Centre projects and process improvement.

- Ensure quality improvement and research project work adheres to Centre and organisational data governance and quality standards, procedures and policies.

QUALIFICATIONS AND EXPERIENCE

Essential

- Tertiary qualification in a health, science or data field, or equivalent, with a minimum of 4 years' experience in the field.
- Relevant experience in the use of health information system(s) including data capture workflows, data validation logic and data reporting.
- Experience in quality improvement basic principles, clinical research and clinical trials.

Desirable

- Familiarity with the Epic EMR or similar electronic health record.
- Experience working in a hospital environment or other large health-related organisation.
- Experience in project management including planning, monitoring and evaluation.

KEY SELECTION CRITERIA

- Excellent interpersonal and communication skills
- Demonstrated experience working collaboratively within a multidisciplinary team
- Strong organisational and planning skills
- Demonstrated experience in project management, ability to define, document and execute projects or sub-projects
- Demonstrated experience working on research and/or quality improvement projects
- Ability to develop and specify technical documentation and educational materials
- Demonstrated ability to build and maintain key working relationships across organisation
- Demonstrated ability to work with initiative and autonomy
- Ability to handle confidential and sensitive information with discretion
- Ability to prioritise workload and competing demands
- Proven ability to develop and maintain high-quality documentation

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative

- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTIQI community and people with disability.

Position description last updated

March 2026