

Position Description

Position title	Data Governance Lead
Department / Division	Chief Digital Office, Corporate Services
Classification	Grade 8 Year 1 – Grade 8 Year 5 (AO81 – AO85)
Position reports to	Operational: Chief Information Security Officer Professional: Chief Information Security Officer
No. of direct & indirect reports	n/a
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
<p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>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.</p> <p>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.</p> <p>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/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p>

ROLE CONTEXT
<p>The RCH is committed to develop and implement a scalable and sustainable data governance framework that sets out the RCH approach to maximise the value of its data and information to achieve its strategic goals and vision.</p>

Under the direction of the Chief Information Security Officer, the Data Governance Lead will lead the development and implementation plan of and RCH wide data governance framework and related principles, policies, standards and processes.

ROLE PURPOSE

The Data Governance Lead will play a key role in shaping and implementing a robust data governance framework that aligns with data quality, integrity, and security standards across the RCH. This position requires strategic collaboration with key stakeholders to ensure data management practices, governed through a data governance framework to enable secure, efficient, and standardised use of data across the RCH

KEY ACCOUNTABILITIES

Stakeholder Engagement

- Manage key stakeholder working groups to design and develop the data governance program and framework
- Lead collaborative reviews with stakeholders and data consumers to define requirements, priorities and principles that inform the data governance framework
- Act as the primary liaison for managing stakeholder expectations regarding project delivery timelines and outcomes
- Provide education and training to foster a culture of data governance and best practices

Leadership

- Ensure the data governance framework aligns with privacy legislation, ethics, strategic goals, digital innovation strategies, and risk management frameworks
- Develop change management plans to drive understanding, adoption, and ultimately the embedding of a sustainable data governance framework across the RCH
- Review and enhance existing decision-making and authorisation processes for data usage, transfer, and interoperability while mitigating risks and safeguarding intellectual property in line with the data governance framework.
- Identify and formalise roles related to data stewardship, custodianship, sponsorship, authorisations, and agreements
- Establish clear accountability structures for data access, ownership, use, and security
- Contribute to the development and implementation of RCH systems for data standardisation to enable improved interoperability and operational efficiency
- Collaborate on defining enterprise data architecture principles, guidelines, and best practices to ensure the delivery of the most effective and efficient modern data platform

Teamwork

- Foster a positive workplace culture of continuous improvement as it relates to data emphasising teamwork, collaboration and innovation
- Collaborate with the Centre for Health Analytics, Decision Support, Risk and Digital teams
- Identify roles / champions for ongoing data collaboration across the organisation

Quality

- Lead the ongoing development, review and maintenance of the Data Management Policy
- Lead the development of improved communication mechanisms and service delivery relating to data requests
- Identify opportunities for improvement in relation to ongoing data management practices including learning, development and training needs

QUALIFICATIONS AND EXPERIENCE

Essential:

- Relevant tertiary qualification in a data or information related area and 7-8 years' experience in a similar role
- Experience in working in data governance in a large organisation, and expertise in the development and implementation of policies related to data governance, security and sharing
- Demonstrated experience in supporting effective data protection and cyber security practices and configurations

Desirable:

- Experience working in a complex organisation

KEY SELECTION CRITERIA

- Proven understanding of the National and Victorian healthcare systems and demonstrated experience with the relevant legislative and ethical requirements for health information to ensure effective management and use of data
- Proven ability to collaborate with, promote and develop partnerships with key stakeholders related to organisation wide programs of work
- Strong understanding of healthcare systems, including legislative and ethical requirements for health information management.
- Experience in developing and implementing data governance frameworks and policies in large organisations.
- Proven ability to collaborate with stakeholders to define priorities and align data governance with strategic goals.
- Demonstrated leadership in embedding sustainable data governance practices and accountability structures.
- Demonstrated experience in data management maturity models and various data management practices including master data management, data quality, data governance, and data knowledge management
- Expertise in risk management, data security, and interoperability.
- Strong communication skills with experience in delivering education and training on data governance.

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 LGBTQI community and people with disability.

Position description last updated

January 2025