



Position Description

Position title	Clinical Governance Manager
Classification	EL1
Location	Brisbane/Sydney/Canberra
UPI number	ELL10024

About the Australian Digital Health Agency

The need for a connected healthcare system is greater than ever – one that’s accessible, progressive and secure. Better use of data and technology is helping people live healthier lives, with greater control and better access to important health information.

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the National Digital Health Strategy for Australia, the [Australian Digital Health Agency](#) (the Agency) commenced operations on 1 July 2016.

The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation, clinical quality, and safety. Our focus is on getting data and technology to work for patients, consumers and the healthcare professionals who look after them.

Our vision

A healthier future for Australians through connected healthcare.

Our mission

To create a collaborative environment to accelerate adoption and use of innovative digital services and technologies.

Our values



Working together
collaboratively



Respect and
trust



Transparent



Accountable



Innovative

Our Flexible Work Environment

The success of the Australian Digital Health Agency depends on the ability and opportunity of each individual team member to deliver projects and work outcomes.

The Agency is committed to creating conditions for high performance which includes taking a holistic view of the needs of individuals, while also creating opportunities to build connections and collaborate in ways that support face-to-face and virtual work environments.

To support our principals based flexible work arrangements, the Agency has developed a Flexible Work Arrangement Policy. This policy sets out the conditions under which Agency staff can work and assists with creating a work environment that enables the Agency and our people to strike a balance of a successful career and satisfying working life.

Division overview

Digital strategy – responsible for national digital health design and strategy, underpinned by strong clinical governance and digital health standards.

Primary purpose of position

Supported by the Director, Clinical Governance, this role is responsible for stewarding the Agency Clinical Governance Framework and demonstrating alignment with the Agency Establishment Rule (PGPA) 2016. Excellent management and organisational capabilities are also essential requirements, along with the ability to communicate with influence and adapt to the audience.

This role is required to undertake work with some complexity and must exercise a high degree of independence. This is a leadership role that supports the organisation to implement clinical governance in all work areas and provides a high level of advice using influence to work areas across the Agency. Including:

- Maintain and communicate the Agency Clinical Governance Framework.
- Provide any support required by the organisation to implement clinical governance.
- Manage the secretariat function of the Clinical Governance Committee and actively supporting agency staff when engaging with this committee.
- Managing a key operational and strategic partnership with an external government agency under a memorandum of understanding.
- Lead activities that continue to integrate clinical governance across the organisation.
- Other duties as required to meet business needs.

Expert knowledge of clinical governance will support the advancement of clinical governance in a digital health context. Working collaboratively with the Director, Clinical Governance, this role requires a strong understanding of clinical governance, health service delivery and the ability to think differently. This includes system safety thinking and an open approach to continuous improvement. The role requires confident stakeholder management and communication skills.

Relevant duties

1. Leadership and Accountability

- Provide expertise across a broad range of activities potentially relating to the work of different program areas.
- Take responsibility for the achievements of own and team outcomes, monitor progress and follow through to deliver quality outcomes.
- Recommend strategic directions for area of responsibility and consider wider agency implications when making decisions.

- Consider and effectively manage competing priorities and strategic directions when achieving team planning and project outcomes in line with agency goals and objectives.
- Provide a significant contribution to innovation and business improvement strategies.

2. Management Diversity and Span

- Ensure quality outputs that include employees maintain a high level of specialist, professional and/or technical expertise related to clinical governance.
- Coordinate and undertake detailed or sensitive projects that impact on the strategic, political or operational outcomes of the agency.
- Develop and implement work plans that provide strategic directions for the work area.
- Plan and monitor work processes, direct and coordinate quality assurance practices and set performance indicators.
- Build capability in a team environment through coaching others, providing performance feedback, conflict resolution and encouraging career development.

3. Job Context and Environment

- Undertake work activities with an awareness of their possible impact on strategic, political or operational outcomes for the agency/program.
- Attain and maintain an extensive understanding of the role and responsibilities of the agency, including and understanding of the APS operating environment more broadly.
- Work within established legislative and policy frameworks.

4. Independence and decision-making

- Work with a level of independence, under broad direction, with a concurrent need to resolve issues and deliver quality outcomes.
- Communicate and make decisions that are based on professional judgement, evaluating risks and in the context of a complex and changing environment.
- Work with a focus on research, analysis and judgement to manage complex issues.

5. Stakeholder Management

- Engage and collaborate with key stakeholders to identify opportunities, achieve outcomes and facilitate cooperation.
- Promote the agency's business objectives through key strategic relationships with range of stakeholders.
- Develop and manage a range of stakeholder relationships.
- Establish and maintain internal and external networks.
- Present the agency's position in the context of more complex issues.
- Identify new stakeholders considering future needs/direction and a changing environment.

Essential requirements

Ability to obtain and maintain a security clearance at a level designated by the Agency on request

Ability to obtain and maintain national police check.

Australian Citizenship is a condition of eligibility.

Restriction duty

Not applicable

Capabilities

These capabilities are in line with the Australian Public Service Commission integrated leadership system which can be found on the [Australian Public Service Commission website](#).

Qualifications

- Experience in the health sector with a sound understanding of health service delivery (highly desirable)
- Tertiary qualifications (highly desirable) in a clinical discipline making them eligible for AHPRA registration (desirable);
- Post-graduate certificate or higher in health service management and/or clinical governance (highly desirable);
- Experience in a digital health environment (desirable).

Working in the APS

Australian Public Service (APS) Values guide us through our working lives, setting expectations for shared behaviour that keep our workplace harmonious and productive. The values are also a promise to the people of Australia that we can be trusted to act with integrity, in their service and in accordance with the Public Service Code of Conduct.