



Information Technology Officer

POSITION DETAILS

Position Title: Information Technology Officer
Position Number: AD005A
Department: Administration
Reports to: Information Communications Technology Coordinator
Position Term: 12 Month Fixed Term Contract. Renewed annually subject to funding

PREAMBLE

Bega Garnbirringu Health Services (Bega) approaches health service delivery from a holistic perspective. This means that Bega seeks to close the gap in health outcomes for Aboriginal people through a multi faceted approach that includes a high level of attention to the social determinants of health as well as clinical and primary health.

In order for this approach to be effective it is essential that all staff view their role through the eyes of the client and from a whole of organisation perspective. To this end it is essential that all employees be team oriented and prepared to work cooperatively in a multi-disciplinary environment. All employees must abide by their contract of employment and code of conduct and apply themselves to their duties with professionalism, integrity, ethical practice and with diligence.

The organisation has a strong commitment to the provision of services that are culturally appropriate and safe for Aboriginal clients.

Working at Bega is not just a job - it is a commitment.

PRIMARY PURPOSE

To support the objectives of the organisation by providing effective information technology support, direction, data management and leadership for the Management Committee, Staff and Students of Bega Garnbirringu Health Service in a manner which supports a culturally appropriate and holistic approach to client care.

EMPLOYEE

I (Full Name) _____ have sighted and accept this duty statement and acknowledge the expectations that will be held of me in relation to my role at Bega.

SIGNATURE _____ **DATE** _____

This Duty Statement is certified as current by the Chief Executive Officer as at ____/____/____

Wayne Johnson
Chief Executive Officer.



POSITION ACCOUNTABILITIES

KRA	Accountabilities
Professional Services	<ul style="list-style-type: none">• To install and maintain communications infrastructure, operating systems, network and application software on desktops and other computers within the organisation.• To provide day-to-day technical support and training for staff and/or students as required.• To monitor data collection across all areas of the organisation for planning, implementation and reporting purposes.• To regularly update the organisational website by canvassing information and data from relevant staff.• To run data back-up and archiving functions as required, ensuring the quality and security of data.• To provide training and technical support to clinical staff in the use of Communicare and other clinical and reporting software systems.• To assist in the maintenance and setting up of audio-visual equipment located in meeting and training rooms as required.• To ensure confidentiality is maintained within the Health Service Department in accordance with the Privacy Act 1998• To actively encourage and promote continuous improvement.
Administration	<ul style="list-style-type: none">• Participate in staff and team meetings as required.• Participate in staff performance reviews as required.• Prepare reports as required by the ICT Coordinator.
Other Duties	<ul style="list-style-type: none">• To undertake the duties and responsibilities of the role in the context of cultural awareness.• Undertake personal and professional development and training as required, and keep informed about current practice and research.• Represent Bega Garnbirringu Health Services in all matters in a professional, ethical and client focused manner.• Assist in the OH&S Risk Management process by being actively involved in the identification, assessment and control of hazards and associated risks in the workplace.• Perform other duties relevant to the position as directed by the ICT Coordinator.



POSITION PARAMETERS

Education & Experience:

Demonstrated experience and knowledge of information system management is essential.

A relevant qualification in Information Technology, or progress towards such a qualification is desirable.

Experience and knowledge in clinical information systems such as Communicare is desirable.

Police Clearance

Drivers License (C Class).

Skills & Abilities:

Demonstrated ability to manage and control workloads and resources to meet priorities, deadlines with minimal supervision.

Demonstrated ability to utilise analytical problem solving skills to develop and implement strategies to improve service delivery.

High level communication and interpersonal skills.

Ability to function and participate as part of a team and to contribute to team building.

Cross cultural sensitivity and understanding of issues affecting Aboriginal Communities and people

Behavioural Competencies:

Demonstrate a high commitment to Aboriginal Social and Emotional Well being and customer service

A high level of integrity and ethical practice

Adaptable and flexible

Energy and initiative

Customer service, responsiveness and team focus

Stress tolerance

Professional manner

Self motivated and proactive

Ability to assess and identify areas for improvement and development across the organisation

Attention to detail

Objective:

To participate and abide by the Bega commitments, principles and values as portrayed under the Bega Mission Statement.

ENDORSEMENT

Endorsed by Chief Executive Officer

Date

Name:

Signature: