

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Operations Manager CheReL
Position Number:	
Division:	Cancer Information and Registries
Classification & Grade:	HSM3
Reports to:	Manager CHeReL
Positions reporting to this position:	Nil
Location:	Australian Technology Park, Sydney
Date:	Revised October 2009

Primary Purpose of the Position

Oversees the day to day operations of the CHeReL including acting as Manager where necessary; manages the provision of record linkage services to clients; provides technical supervision for CHeReL staff; provides advice to CHeReL staff, data custodians, researchers and other stakeholders on the technical, legal, privacy and ethical issues in record linkage; represents the CHeReL on external committees and communicating and promoting the work of the CHeReL.

Organisational Context

The Cancer Institute NSW was established in 2003 to improve the effectiveness of the fight against cancer in NSW, by increasing the cancer survival rate, reducing the incidence of cancer, improving quality of life for patients & carers and acting as a source of expertise on cancer control.

The Cancer Institute NSW, established through the *Cancer Institute (NSW) Act 2003*, is directly accountable to Parliament through the Minister for Health and the Minister Assisting the Minister for Health (Cancer). The Cancer Institute NSW is administered by the Board, which includes the Chief Cancer Officer, and the Board is in turn supported by the staff and expert advisory committees. The Board is responsible for setting the Cancer Institute's overall policy direction in line with its statutory objectives, and determining priorities for cancer control so that resource allocation is well targeted. The Board consists of 10 members, including the Chief Cancer Officer, and is appointed by the Minister.

The Cancer Institute NSW consists of five divisions (Cancer Prevention, Cancer Screening, Clinical Services and Education, Cancer Research and Cancer Information and Registries) and a corporate support group (Senior Executive, Finance and Administration, Human Resources, Communications and Information and Technology)

The Centre for Health Record Linkage is a new cooperative venture involving a number of key partners from government, academic and clinical fields. The Centre for Health Record Linkage will provide key infrastructure to support health research, and the planning and evaluation of health services. It will carry out linkage of personal identifiers from health-related databases in order to create a 'master linkage key', provide record linkage services on a fee for service basis and provide a mechanism for access to linked health data.

Key Accountabilities

- Oversee the day to day operations of the CHeReL ensuring the timely and efficient delivery of key activities, and the provision of appropriate professional support and guidance to CHeReL staff.
- Manage the scheduling, resourcing and execution of record linkage projects for government agencies and universities

- Ensure that software applications for record linkage meet the business needs of the CHeReL and manage contracts for software application development in consultation with the Cancer Institute IT Division
- Provide expert technical supervision and advice for staff involved in carrying out record linkage projects
- Negotiate access to data held by researchers, government agencies and non-government organisations and provide data custodians with advice on technical, legal, privacy and ethical issues relating to the collection and linkage of health data
- Identify opportunities to improve the quality and efficiency of the CHeReL's record linkage services and infrastructure
- Contribute to the promotion of the CHeReL and CHeReL services including presenting at research and professional meetings, supporting the development and delivery of relevant training programs for researchers and assisting with the organisation of CHeReL events.
- Provide timely, high level executive support to the Community Advisory Committee (CAC) including implementing specific communications strategies recommended by the committee to support the effective functioning of the CAC
- Document the research aims, outputs and impacts of record linkage studies to demonstrate return on investment and promote the use of linked data.
- Act as a key point of liaison with CHeReL Member Organisations, potential members and customers, and work cooperatively with these to ensure that record linkage strengthens the population health and health services research capacity of New South Wales and the ACT.
- Manage projects relating to the CHeReL as assigned by the Manager, ensuring completion within agreed timeframes, budget and quality standards and contribute to the preparation of research and briefing papers as required.
- Act in the position of Manager Centre for Health Record Linkage in the absence of that officer, to ensure continuity of the unit's day to day operations.
- Support the implementation of protocols and related measures to ensure that the collection, use and disclosure of personal information by the CHeReL complies with relevant legislation and ethical approvals, and ensure the confidentiality of personal information in all respects

Challenges / Problem Solving

- Working flexibly and adaptably to manage the delivery of the CHeReL's record linkage services, in the context of a growing and variable demand for services.
- Maintaining a sound understanding of recent developments in record linkage research, record linkage and data management and keeping abreast of developments within the Population Health Research Network and other relevant collaborations
- Translating complex concepts regarding data linkage and health data into a form that can be easily understood and correctly interpreted by general audiences.
- Managing consultations with stakeholders, including data custodians and consumers, in developing data linkage policy and protocols
- Maintaining sound awareness and understanding of issues in health and ethics relevant to the CHeReL, given the highly dynamic health environment marked by change in health knowledge and technologies, community demands and values, government policy and legislation
- Achieving program and project deadlines and milestones to the required standards and targets and within budget.
- Exercising judgement when representing the CHeReL on various committees, forums, working parties etc to effectively promote the views and interests of the CHeReL

Decision Making

The Operations Manager is fully accountable for the quality, integrity and validity of work performed and advice provided. Decisions that can be made by the position holder include content of advice and information provided to CHeReL customers, data custodians and researchers, day to day decisions about managing and prioritising record linkage projects, investigating and recommending new initiatives to improve the quality of data and the quality and efficiency of linkages, requesting data from data custodians and negotiating about data formats, data transfer mechanisms and timelines, and the conduct of other projects within agreed project plans.

The Operations Manager consults with the Data Manager and Manager, Centre for Health Record Linkage on issues that jointly affect the delivery of record linkage services and the Master Linkage Key (MLK) build. These may include the availability of staff and computing resources for both programs and the concurrent scheduling of projects and MLK updates.

The position holder consults with the Manager, Centre for Health Record Linkage on issues that are controversial or sensitive or may have adverse political ramifications. Decisions which are referred to the Manager CHeReL include changes to protocols and standard operating procedures, the relative priority of linkage projects and MLK updates, sign off of documents produced for public distribution, the content of advice and information provided to the CHeReL Executive Committee and Advisory Committee, sign off of advice to the Chief Cancer Officer, the Board or Minister, approval for expenditure outside of delegation, matters relating to ethical approval for the overall operation of the CHeReL, including management of amendments and staffing and budget issues

Skills, Knowledge and Experience

- Tertiary qualifications in a health related discipline including post-graduate qualifications in, epidemiology, biostatistics, public health, or equivalent experience
- Experience in a research, clinical or population health environment and in the use or analysis of administrative health datasets for research or evaluation of health services and programs.
- Understanding of data linkage
- Experience using SAS for manipulating large datasets
- Strong understanding of database technologies and the capacity to use data extraction tools such as SAS, SQL or similar.
- Experience in staff supervision and project management
- Demonstrated capacity to use office computing applications including word processing, spreadsheets and databases
- Well developed written and oral communication, negotiation, consultation. Interpersonal, presentation and supervision skills

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position Holder	Signature	Date
Supervisor	Signature	Date

Selection Criteria

- Tertiary qualifications in a health related discipline including post-graduate qualifications in, epidemiology, biostatistics, public health, or equivalent experience
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- Understanding of data linkage and experience using SAS for manipulating large datasets
- Strong understanding of database technologies and the capacity to use data extraction tools such as SAS, SQL or similar.
- Experience in staff supervision and project management
- Well developed written and oral communication, negotiation, consultation. Interpersonal, presentation and supervision skills