

# Role description

## Manager Health Funding Information Systems

<b>Status</b>	Manager Health Funding Information Systems	<b>Job ad reference</b>	HPSP590933
<b>Branch and Division</b>	Healthcare Purchasing & Funding Branch Healthcare Purchasing & System Performance Division	<b>Contact details</b>	Carly Scott – Director Funding and Costing Unit 07 3708 5302
<b>Classification</b>	A08	<b>Salary range</b>	\$143,418-\$151,657 Per Annum + Superannuation
<b>Location</b>	Brisbane	<b>Closing date</b>	Friday, 27 September 2024

## Your opportunity

The Department of Health (the Department) has a diverse set of responsibilities, and a common purpose of providing highly effective health system leadership. The Department is responsible for the overall strategic leadership and direction of the public health system in Queensland. We strongly believe in the need to collaborate with people that value the goals of our organisation and who will thrive in our workplace.

### About Healthcare Purchasing and System Performance Division

The Healthcare Purchasing and System Performance (HPSP) Division purchases public health and social services from service providers to optimise health gains, reduce inequalities, and maximise the health system's efficiency and effectiveness. HPSP ensures health funding is used effectively to meet government priorities and achieve performance objectives outlined in agreements and contracts arising from purchasing decisions. As part of the commissioning role, the Division has responsibility for investing \$18 billion on behalf of the State and managing community services contracts to the value of approximately \$280 million.

The division also has a role in building and refining business intelligence tools and in collecting, processing, analysing, and disseminating statistics on the health of Queenslanders and their use of health services, contributing to improved planning, monitoring and evaluation of health services, informing system improvement activities, and providing data to meet external reporting requirements.

The Division comprises the following key functional areas:

- **Contracting and Performance** - a central coordination point between the department and Hospital and Health Services regarding negotiating and managing service agreements, performance management and accountability. The Surgery Connect program is part of this function, working with the HHSs to assist in meeting elective surgery wait list targets.
- **Purchasing and Funding** - determining funding models underpinning purchasing decisions and developing funding strategies to ensure purchasing decisions maximise value.
- **Community Services Funding** - providing advice on commissioning private, academic, or non-government organisations to deliver community, health, or human services on behalf of the government.
- **System Performance** - empowering decision makers to improve system performance through insights and performance reporting and developing reporting and monitoring tools.
- **Statistical Services** - providing trusted statistical reporting and analytics, linkage services, data and information, and other data services to meet official statistics reporting requirements, to enable funding recoupment and to create an evidence base for informed decisions that improve health and health service delivery.

## Our values

Our values are those of the Queensland public service



**Customers First**



**Ideas into action**



**Unleash potential**



**Be courageous**



**Empower people**

These five values underpin behaviours that will support and enable better ways of working and result in better outcomes for Queenslanders.

# About the role

## Purpose

The Manager of Health Funding Classifications leads and manages the implementation and use of the data classifications that underpin the National and Queensland State Funding Models across the Hospital and Health Services. The role works closely with the Independent Hospital and Aged Care Pricing Authority in relation to the annual work plan associated with classification modifications and actively leads stakeholder engagement across the Hospital and Health Services and the Department of Health to upskill, implement the use of the classifications that support health.

## Your key responsibilities

- Adhere to defined service quality standards, health and safety policies and procedures relating to the work being undertaken to ensure high quality, safe services, and workplaces.
- Provide strategic leadership as part of the Branch Policy & Project Professional Lead's team with the long-term vision to support the strategic direction of the branch.
- Champion organisational excellence approaches that bring value to the operational working of both the team and branch.
- Provide mentoring and leadership to junior staff, investing in personal development and contributing to a positive team culture.
- Focus areas for the Team include provision of leadership, advice and consultancy services to Queensland Health regarding (but not limited to) Health Funding Reform, Health Funding Models, Purchasing Incentives, Purchasing Localisations and Low Value Care.

### **Policy** - Health Funding & Purchasing Branch

- Provide leadership and high-level subject matter expertise regarding classifications as they pertain to healthcare funding. This includes the use of the International Classifications of Diseases (ICD-10-AM), the Australian Refined Diagnosis Related Groups (AR-DRG), the Australian Mental Health Care Classification, Sub and Non-Acute Patient Classification (SNAP), Non-admitted Services Classification (NAP) and the Australian Emergency Care Classification (AECC) and within the Department of Health and to outside agencies as delegated.
- Interpret and assess classification policy. Review, conduct advanced scenario analysis on the impacts of classification changes. Develop evidence based departmental position statements and papers.
- Prepare executive level reports to State and Commonwealth government and other organisations, including briefing notes, correspondence, position papers and responses to parliamentary questions.

### **Projects** - Health Funding & Purchasing Branch

- Lead the implementation of enhancements to classifications and systems that support healthcare funding across Queensland Health.
- Actively participate in the branch education program providing expertise in classifications and the use within healthcare.
- Prepare for upcoming national enhancements to classifications, considering their impact on the Queensland Health funding and purchasing frameworks.
- Provide subject matter expertise in relation to the use of classifications required to support annual enhancements the QLD funding model.
- Lead various initiatives that address complex and wicked problems associated with data, improving the accuracy and use as it pertains to funding.
- Be able to interchangeably multi-task involving the provision of advice, strategic planning and delivering on key projects and/ or deliverables as directed by the Branch.

### **Data** – Health Funding & Purchasing Branch

- Ability to use the results of data analysis to inform policy advice and development.

### **Engagement** – Health Funding & Purchasing Branch

- Lead and manage the partnership with financial solutions branch responsible for hosting the Queensland Funding Model information system.
- Lead and manage healthy working relationships with clinical subject matter experts across the Department of Health and Hospital and Health Services in relation to classification development.
- Respond to enquiries from Hospital and Health Services in relation to how classifications derive funding under the national and state funding models. Actively address issues as they arise through effectively governance and action.
- Use high level communication skills to enable the effective development of working relationships and resolution of complex organisation issues including the capacity to influence and negotiate, with partners across the Department, Hospital and health Services and other external agencies.
- Positively represent the branch and division at state-wide, national meetings, conferences, and seminars.

## Reporting/work relationships

The position reports to the Director, Funding and Costing.

### **Mandatory qualifications, registrations, and other requirements**

- While not mandatory, a relevant tertiary level qualification in Health Information Management would be well regarded.

## Role fit

The essential requirements for this role are:

- Proven advanced policy and project skillset with evidence of application to healthcare funding and associated classifications.
- Proven advanced ability to apply critical thinking in a high pressurised complex public sector environment.
- Proven advanced ability to develop innovative, sensitive, and practical solutions and provide expert strategic advice to complex issues.
- Demonstrated knowledge and understanding of healthcare purchasing and activity-based funding models and their application within health services. Advanced people skills with demonstrated ability to communicate with a range of internal and external stakeholders.

## Behavioural Competencies Required

We are all leaders in the Department of Health, regardless of role or classification level. The department is committed to leadership at all levels of our organisation, in this role you will be required to display the following leadership behaviours:

- Drives Accountability & outcomes – Demonstrates accountability for the execution and quality of results through professionalism, persistence, and transparency.
- Stimulates ideas & innovation – Gathers insights and embraces innovative ideas and innovation to inform future practice.
- Builds enduring relationships – Builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Pursues continuous growth – Pursues opportunities for growth through agile learning, and development of self-awareness.

## How to apply

Please provide the following information to the panel to assess your suitability:

- A short-written response (maximum 1-2 pages, dot points acceptable) on how your experience, abilities, knowledge, and personal qualities would enable you to achieve the key responsibilities and meet the skill requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years. It is preferable to include your current, immediate, or past supervisor.
- Late applications cannot be submitted online. For a late application to be considered, please arrange approval and submission via the contact person.
- Applications will remain current for 12 months or for the duration of the vacancy. Future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process.

- Only those persons eligible to work in Australia may be employed by Queensland Health. Prospective employees are required to provide proof of identity and documentary evidence of their right to work in Australia.

## Additional information

Discover more about working at the Department [here](#). Of note:

- The information you provide as an applicant is used in adherence with the *Information Privacy Act 2009*
- All roles within the Department are subject to employment screening.
- The nominated applicant will be required to disclose any serious disciplinary action taken against them in the Queensland public sector.
- To be appointed permanently, you must be an Australian citizen, have permanent residency status or have a visa permitting you to work permanently in Australia. For temporary appointments, you must have a visa permitting you to work for the length of the temporary appointment.
- The Department aims to maintain a safe, healthy, and secure work environment for all employees, clients, visitors, and contractors. Achieving this aim is the responsibility of all.
- Applicants may be required to disclose any pre-existing injury or medical condition of which they suspect would be aggravated by performing the role. Details are available in section 571 of the Workers' Compensation and Rehabilitation Act 2003 (<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-027#ch.14-pt.1-div.1>)
- We are committed to building inclusive cultures in the Queensland public sector that respect and promote [human rights](#) and [diversity](#). We encourage everyone to apply for our advertised roles, irrespective of gender, ethnicity, age, language, sexual orientation, and disability or family responsibilities. We recognise the value of diverse backgrounds, experiences, and perspectives.
- The Department values and respects the diversity of its workforce and believes that all its employees should be treated fairly and with dignity and respect. All employees of the Department must show respect for each other, visitors, the public and contractors by treating them fairly and objectively, ensuring freedom from discrimination, sexual harassment, racial or religious vilification, victimisation, and bullying. The Department of Health is an equal opportunity employer.

To demonstrate support for a safe, secure, and supportive workplace, the Department is a White Ribbon Australia accredited workplace. For more information visit [here](#).

- The Department acknowledges the challenge for its staff in balancing work, family, and community life successfully. To help them achieve this, we encourage conversations between managers and staff about implementing [flexible working arrangements](#) to manage their paid work commitments with their career goals, personal, community and cultural responsibilities. Through flexible working arrangements, there is an opportunity to match the individual's requirements with those of the workplace to achieve agreed work goals and objectives.