Part 1 – Addendum Project Manager – Statewide Data Set Standardisation & Capability Growth:

This document explains the work of the Project Manager – Statewide Data Set Standardisation & Capability Growth and the outputs they will need to deliver

Position:	**Project Manager – Statewide Data Set Standardisation & Capability Growth**
Directorate / Service / Program:	**CEO Office**
Industrial Instrument Name:	**Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022) (HSUA 1&5 EA)**
Instrument Classification:	**Grade 7**
Reports to:	**CEO EACH, Community Health First Steering Committee**
Effective Date:	**December 2024**

Position Summary:

The Project Manager will oversee a complex initiative focused on establishing a Minimum Data Set (MDS) across 24 Community Health First agencies in Victoria. This role involves establishing a MDS, driving the standardisation of data formats, ensuring consistency of the data, data collection and data entry, and developing a framework for ongoing data collection to improve decision-making, and align with sector-wide goals for data-driven insights. The Project Manager will also be responsible for supporting the growth of data capabilities and fostering an evaluation culture across the participating organisations. In addition, the Project Manager will establish and lead two Communities of Practice (CoPs)—one focused on data capability development and the other on research and evaluation—to ensure continuous improvement, knowledge sharing, and cross-agency collaboration. This role requires strong leadership, project management skills, and a deep understanding of data systems and evaluation frameworks.

Key Responsibilities:

Project Planning & Management:

- Lead the end-to-end management of the project to develop and implement a Minimum Data Set (MDS) across 24 Community Health First agencies in Victoria.
- Develop detailed project plans, timelines, and milestones, ensuring that the project is completed on schedule, within scope, and within budget.
- Coordinate with key stakeholders across agencies to align on data standards, reporting requirements, and operational goals.
- Ensure clear communication of project goals, updates, and deliverables with all involved parties.

Data Standardisation & Framework Development:

- Collaborate with cross-functional teams to design and standardise the MDS across agencies, considering data quality, privacy, and reporting consistency.

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- Facilitate the creation of data protocols, guidelines, and templates to ensure consistent data collection, storage, and reporting.
- Develop and implement processes to monitor data collection and ensure adherence to the defined standards.

Data Capability Development:

- Identify and assess current data capabilities across agencies and work with stakeholders to address gaps in tools, processes, and skills.
- Support the design and implementation of training programs to build data literacy and capability across the agencies, ensuring that staff can effectively use the MDS for reporting, analysis, and decision-making.
- Foster a data-driven culture within the agencies, promoting the importance of data quality, data literacy skills and evaluation in driving collective organisational success.

Evaluation Support:

- Support Community Health First and its member agencies in building or enhancing their evaluation frameworks, ensuring alignment with the data standards.
- Provide guidance and tools for Community Health First and it's agencies to evaluate program performance and outcomes using the standardised data set.
- Work with evaluation teams to develop performance metrics, reports, and actionable insights based on the data collected.

Establishment and Leadership of Communities of Practice (CoPs):

- Data Capability CoP: Establish and lead a Community of Practice focused on building data capability across agencies. Facilitate regular meetings, discussions, and workshops to share knowledge, tools, and best practices related to data management, governance, and analytics.
- Research & Evaluation CoP: Create and lead a Community of Practice dedicated to research and evaluation. Ensure that participants share insights on evaluation methodologies, measurement techniques, and data-driven decision-making.
- Foster a culture of collaboration and continuous learning through these CoPs, encouraging knowledge exchange and cross-agency support.
- Develop resources and toolkits for both CoPs to help guide members in improving their data and evaluation practices.
- Coordinate with senior leaders to ensure the CoPs are aligned with organisational goals and priorities.

Stakeholder Engagement & Reporting:

- Maintain strong relationships with key internal and external stakeholders, including Community Health First Steering Committee and broader CEO group, agency representatives, senior leaders, and technical teams.
- Regularly report on project progress, issues, and successes to stakeholders, ensuring transparency and ongoing alignment.
- Identify potential risks and issues related to the project and work with stakeholders to mitigate them.
- Work collaboratively with Monash University who will house the data platform and the data set, as well as lead components of the project, throughout the project period.

Continuous Improvement & Knowledge Sharing:

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- Develop and implement a process for continuous improvement of the MDS, ensuring it evolves in line with organisational needs and industry best practices.
- Share lessons learned, best practices, and key successes with participating agencies and contribute to the broader data and evaluation community.

Qualifications & Experience:

Education:

Bachelor's degree in Data Science, Information Technology, Project Management, or a related field. A Master's degree or equivalent is preferred.

Experience:

- Minimum of 5 years of project management experience, including managing complex, multi-stakeholder projects, ideally in the public sector or data-intensive environments.
- Proven experience in data management, data standardisation, and working with Minimum Data Sets across multiple organisations.
- Strong knowledge of evaluation methodologies, data collection techniques, and performance reporting.
- Experience developing and implementing data capability-building initiatives or training programs.
- Experience in the Healthcare or the Community Health sector is highly desirable.

Skills & Abilities:

- Strong project management skills, including proficiency in project management tools (e.g., MS Project, Jira, Trello) and methodologies (e.g., Agile, Waterfall).
- Excellent communication skills, with the ability to engage, influence, and lead diverse stakeholders.
- Analytical mindset with the ability to translate data into actionable insights.
- Experience with data governance, privacy, and security practices.
- Ability to work in a fast-paced, evolving environment and manage multiple priorities.

Key Competencies:

- Leadership and collaboration: Ability to lead cross-functional teams and build consensus across stakeholders.
- Strategic thinking: Capable of developing and executing long-term plans that align with organisational goals.
- Problem-solving: Proactively identifies issues and implements effective solutions.
- Technical proficiency: Familiarity with data systems, tools, and standards related to data collection, reporting, and analysis.

Physical Requirements:
- Ability to work at a computer for extended periods
- Walk up stairs
- Lift 3kgs
- Ability to independently travel between locations

POSITION DESCRIPTION	
Part 2 – Expectations	**Employee**
Attachments	**Addendum A** *Outlines the specifics of the allocated Directorate/Portfolio

About EACH

EACH provides an integrated range of health, disability, housing, counselling, and community mental health services across Australia. We offer a wide range of supports to assist members of our community to lead happier, healthier lives. Our staff are a collective workforce of over 1,700 paid employees and over 250 volunteers.

More information is available at: http://www.each.com.au

Our vision	Everyone has the power to live well.
Our purpose	Health and support services that improve lives and strengthen communities.
Our values and behaviours	We care. We welcome you with empathy and hope. We believe making change is possible for everyone. We listen. We take time to understand you, your experiences, and your culture. We work with you and the people important to you, to build the right supports. We learn. We evaluate our actions and always seek to improve. We deliver. We have a 'can do' attitude and find ways to say *'yes'.* We do what we say we're going to do.

A key focus of this position is to work collaboratively with their team members, their Directorate and across other Directorates.

They are responsible for leading delivery and/or community through their own contribution.

It is expected that all employees consistently model EACH's values and behaviors and ensure EACH's culture is inclusive, safe, and engaging.

Employee Responsibilities

Employees are responsible for:

- Assessing for quality, safety and risk and taking actions that keep myself, customers, community and staff safe

- Partnering with my team, others at EACH, our customers and community to achieve great outcomes

- Creating a safe, respectful and culturally appropriate space to foster growth, learning, belonging, health and wellbeing

- Contribute to tracking progress and outcomes to ensure alignment with EACH's goals and to reliably deliver on performance targets

- Working within the program/role guidelines and professional boundaries of my role
- Demonstrating behaviours at all times that align to EACH's leadership standards and recognises that you are an ambassador of EACH.

Quality:

EACH staff are required to participate in continuous monitoring and improvement and comply with legislation, professional standards and accreditation standards and any other governing laws that apply from time to time.

EACH staff must have and maintain the appropriate skills and knowledge required to fulfil their role and responsibilities. In addition, they must practice within the specifications of this position description, and where applicable within the agreed scope of practice.

Safety & Wellbeing:

EACH is committed to providing and maintaining a working environment for all staff that is safe and minimises risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by their acts or omissions at the workplace.

As an Employee you understand your responsibilities and accountabilities to yourself and others in accordance with OH&S legislation across the various jurisdictions and EACH's policies.

EACH Child Safe Commitment Statement:

EACH is committed to promoting and protecting the best interests of children and supporting a child safe culture. EACH has zero tolerance for child abuse. Everyone working at EACH is responsible for the care and protection of children and reporting information about suspected child abuse.

All children who come to EACH have a right to feel and be safe. EACH is committed to the safety and well-being of all children whether they are direct service recipients or indirectly linked to our services such as children of customers. The welfare of children and young people is our first priority. We create a child safe and child friendly environment where all children are valued and heard, are safe and protected."

Key Selection Criteria

Skills and Behaviours

- Acts in accordance with EACH's Behavioural and Performance Standards.
- Highly developed communication and interpersonal skills to competently establish and maintain effective working relationships with clients, staff and visitors.
- Demonstrated ability to work collaboratively and enthusiastically within a team to help foster a positive and progressive work environment.

Desirable Experience, Knowledge, and Qualifications
- Tertiary qualifications in a relevant discipline.
- Demonstrated ability in working collaboratively as part of a Team
- Appreciation and understanding of the Not-For-Profit sector and Health services is well-regarded.

Mandatory Competencies and/or Licences

- Completion of an acceptable Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.
- A cleared National Worker Screening Check prior to commencement of employment (if required for the role – not applicable to all roles)

Expected behaviours for all EACH Staff

- Acts in accordance with EACH's Code of Conduct, policies and procedures and is demonstrably committed to EACH's vision, mission, values, and service principles.
- Responds to family violence risk in line with their role and responsibilities and in accordance with the Multi-Agency Risk Assessment and Management (MARAM) Framework and related Frameworks.
- Promotes a 'safety first' culture and acts in accordance with EACH Health, Safety and Wellbeing Policy and management system.
- Ensures EACH Great Care is put through its PACES (Person-Centred, Accessible, Connected, Effective and Safe).
- Promotes and supports a zero-tolerance culture that recognises all people have the

right to live their lives free from abuse, neglect, violence, discrimination and exploitation and acts upon EACH's commitment to recognise, raise and respond to any deviation from a person's human rights.

- Fosters and promotes an inclusive and collaborative work environment where all employees, volunteers and customers feel welcomed, respected, valued and enabled and proud to fully participate, irrespective of their individual differences in background, experience and perspectives. Demonstrates a customer focus by prioritising the needs and outcomes of internal and external customers.
- Demonstrates teamwork and collaboration and positively contributes to group activities.
- Contributes to innovation and continuous improvement and openly shares information and knowledge to enable optimal outcomes for customers.
- Be curious, reflective, and open to continuous learning and new ways of working.
- Successfully completes all mandatory training in a timely manner, to support the delivery of high quality, safe and effective service delivery.