Metro South Health | Better together



Health Information Manager

Job Ad Reference:	MS11695625		
Status:	Temporary full time (up to 12 months with possibility of extension)		
Unit/Department:	Queensland Cancer Control Analysis Team, Cancer Alliance Queensland		
Location:	Burke St Centre, Woolloongabba, Metro South Hospital and Health Service		
Contact:	Julie Moore (07) 3176 4436	**Salary range:**	$4,205.50 to $4,599.30 per fortnight
Classification:	PO3	**Closing date:**	Tuesday, 10 November 2026
Online applications:	https://apply-springboard.health.qld.gov.au/jobs/QLD-MS11695625		

Applications from third parties will not be accepted

Purpose of the role

To support the coordination and implementation of initiatives and projects, specific to oncology clinical practice, service improvement and health care delivery systems. Provide expert coding advice to Cancer Alliance Queensland (CAQ) team members to support cancer reporting and system development.

Your key responsibilities

- Fulfil the accountabilities and responsibilities of this role in accordance with Metro South's purpose and objectives, as outlined below.
- Staffing and budget responsibilities:
  - This role reports to the Queensland Cancer Register (QCR) Manager, Queensland Cancer Control Analysis Team (QCCAT), Cancer Alliance Queensland (CAQ).
  - Indirect relationships exist between the Senior Director QCCAT, State-wide Cancer Clinical Network, Regional Networks, Queensland Hospital and Health Services, other Queensland Health Branches, tertiary education sector, Cancer Australia, national and international health services, commercial organisations, non-government organisations and professional associations.
- Provide expert advice in relation to clinical terminology, data definition, data collection matters and information systems.
- Negotiate and liaise effectively with key stakeholders to identify requirements, coordinate data collections, and ensure the timely provision of high-quality cancer data to support QCR notifications, service improvement initiatives, and clinical care.
- Employ a range of advanced skills to interpret complex coding cases by abstracting relevant information from the patient records and act as a mentor for less experienced coders.
- Educate and guide less experienced coders in accordance with organisational goals, coding guidelines and relevant legislation.
- Support cancer registry operations through accurate reporting of neoplasms, including cancer staging and other key clinical and operational data requirements.
- Utilise the expertise of team members and clinicians to identify discrepancies and update inaccurate or incomplete information.
- To ensure appropriate use, presentation and interpretation of statistical information being released by CAQ.
- Assist in the development of new and/or appropriate channels by which to release and disseminate statistical information.
- Manage own continuous knowledge of clinical coding and performance monitoring including new developments, legislation and industry standards.

- Work within a team orientated environment with clients and peers with a focus on collaboration and cooperation to achieve outcomes.
- Act in accordance and ensure compliance with workplace health and safety, equal employment opportunity and anti-discrimination requirement.
- Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken to ensure high quality, safe services and workplaces.

Mandatory qualifications, professional registration and other requirements

- **Vaccine Preventable Disease (VPD):** It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment (Health Employment Directive No. 01/16):
  - measles, mumps, rubella (MMR)
  - varicella (chicken pox)
  - pertussis (whooping cough)
  - hepatitis B
- A bachelor's degree in health information management, Health Science or similar.
- Appointment to this position requires proof of qualification and registration or membership (if applicable) with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/manager prior to commencement of clinical duties.

Are you the right person for the job?

How we do things is as important as what we do, therefore within the context of the responsibilities described under 'Your key responsibilities,' the ideal applicant will be someone who can demonstrate the following:

Key Attributes/Workplace Behaviours

Organisation and Planning	▪ Plans work to maximise their efficiency and work output. ▪ Proven ability to work autonomously while contributing effectively within a team environment to achieve work goals.
Communication and negotiation	▪ Demonstrated interpersonal skills, including the ability to consult and communicate effectively with personnel at all levels in the organization, external organizations, and professional groups in both the public and private sector, ensuring outcomes that are mutually beneficial to the stakeholder and CAQ.
Information Analysis	▪ Applies the processes of analyzing and evaluating information and drawing appropriate solutions.
Technical Knowledge	▪ Demonstrated expertise in the classification of diseases and interventions across diverse clinical specialties, utilizing ICD-10-AM, medical terminology, and other relevant health information classification systems. ▪ Demonstrated experience in database management and/or health care information systems. ▪ Superior skills in Microsoft applications, including Microsoft Word, Excel, Teams. ▪ Demonstrated high level of oral and written communication skills.
Team focus	▪ Actively contributes to the team by working cooperatively and effectively within a collaborative environment, demonstrating positive and constructive workplace behaviours while supporting colleagues to achieve shared objectives. ▪ Demonstrates ability to work as a member of a professional team.

	▪ Proven capability to mentor, coach and support less experienced team members, enhance their knowledge and ensure compliance with coding guidelines, organisational objectives and relevant legislation.
Continuous Learning	▪ Implements and plans ways to improve their skills across all skills sets, identifying gaps and seeking appropriate interventions and input from others.
Work Values	▪ Understands and upholds the Metros South iCARE2 values of Integrity, Compassion, Accountability, Respect, Engagement and Excellence.

How to apply

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

- Your current CV or resume, including two referees. You must seek approval prior to nominating a person as a referee.
- 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.

About the Cancer Alliance Queensland

Cancer Alliance Queensland (CAQ) brings together the Cancer Control Safety and Quality Partnership (The Partnership), Queensland Cancer Control Analysis Team (QCCAT) and the Queensland Cancer Register (QCR).

Together with the support of the Department of Health, Metro South Hospital and Health Service and in partnership with clinicians, health facilities (public and private) and external organisations, we support and promote clinician led improvement of cancer services in Queensland.

QCCAT is responsible for the management and maintenance of the Queensland Cancer Register (QCR) in accordance with the Public Health Act (PHA) 2005. The QCR captures cancer notifications to determine the incidence, mortality and survival of people with cancer in Queensland. QCCAT fulfils legal obligations such as the review and approval of applications for the release of the data under the PHA, supporting the QCR information system and supporting the analysis and reporting of the QCR data for Queensland.

The Queensland Cancer Control Safety and Quality Partnership (The Partnership) is a gazetted quality assurance committee under Part 6, Division 1 of the Hospital and Health Boards Act 2011. The Partnership's aim is clinician led service improvement. The Partnership through QCCAT provides the cancer community with processes, systems and tools to routinely review, share and compare data on cancer treatment and outcomes. Actively involving cancer clinicians in deciding how to achieve the best possible cancer outcomes is The Partnership's priority.

Key to QCCAT's program of work is the ability to match and link population-based cancer information on an individual patient basis. This matched and linked data is housed in the Queensland Oncology Repository (QOR), a resource managed by QCCAT. This centralised repository compiles and collates data from a range of source systems including the Queensland Cancer Register, hospital admissions data, death data, treatment systems, public and private pathology, clinical data systems including QOOL.

QCCAT collaborates with experts from a diverse network of public and private hospitals, institutions, universities, non-government agencies, commonwealth departments, interstate health departments, professional organisations and patient groups to ensure clinical, educational and policy relevance.

CAQ supports clinicians and health service managers in order to:

- Identify and understand the causes of important variances in clinical outcomes.
- Utilise recognised improvement methodologies to reduce these variances through the implementation of evidence-based best practice.
- Explore alternative models of cancer care service delivery.
- Measure progress towards specific targets in these activities.
- Develop systems to ensure that such progress is sustainable.
- Build upon, integrate and expand the activities of the many individuals and groups that are already working towards improving the quality and efficiency of cancer services in Queensland.

Additional information about CAQ is available via https://cancerallianceqld.health.qld.gov.au/

We are Metro South Health

We are the major public healthcare provider for Brisbane's south side, Logan, Redlands and the Scenic Rim. We live and work on the lands of the Jaggera, Mununjali, Quandamooka, Turrbal, Ugarapul and Yugambeh peoples. We operate five major hospitals and a range of community, specialty and state-wide healthcare services. We are renowned for teaching and research excellence.

We are truly dedicated people who care about our community. We come to work to make a difference. We save lives, changes lives and make the world a better place. We overcome the many challenges that come our way by going above and beyond and achieve the best possible outcomes by working together. We are bold, innovative, collaborative, inspiring.

We are part of and proud of the community we serve. We are *better together*.

Our values

Our values of Integrity, Compassion, Accountability, Respect, Engagement and Excellence, shape our culture. Our values guide our day-to-day decision making and are fundamental to what we care about as a health service, how we behave, how we interact with each other and provide care to the many patients who come through our doors every day.



Child Safe Organisation

Metro South Health is committed to ensuring the safety and wellbeing of all children and young people at our services and is dedicated to protecting them from harm. Please find the link to the MSH Child Safe Organisation Statement of Commitment
https://www.metrosouth.health.qld.gov.au/__data/assets/pdf_file/0033/457629/statement-of-commitment-child-safe-organisation.pdf

Diversity and inclusion

The Metro South region is home to many of our Aboriginal and Torres Strait Islander peoples. We are also the most culturally diverse region in Queensland with almost one-third of the community born overseas.

At Metro South Health, we believe diversity is our strength and our people are proud to reflect the community they serve.

We are committed to creating a diverse and inclusive health service to ensure we can deliver high quality, safe and inclusive care.

We encourage people of all genders, ethnicities, ages, abilities, languages, sexual orientation and family responsibilities to apply.

Flexible working arrangements

Metro South Health supports and encourages work-life balance for the mutual benefit of Metro South Health and its employees. Work-life balance is about a person's ability to manage their paid work commitments with their career goals, personal, community and cultural responsibilities. Through flexible working arrangements such as leave, flex time accrual or a reduction in working hours, there is an opportunity to match the individual's requirements with those of the workplace – delivering quality health services.

Additional information

For further information about this opportunity and the benefits and conditions of working at Metro South Health please refer to the **Information for Applicants** document attached with this advertised vacancy.

Team Structure

