

## Position Description

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|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position title:</b> | <b>Data Governance and Privacy Lead</b>                                                                                                                     |
| <b>Department:</b>     | <b>Business Intelligence and Analytics</b>                                                                                                                  |
| <b>Classification:</b> | <b>Admin Officer Grade 8 Level 1 – 5 (AO81-AO85)</b>                                                                                                        |
| <b>Agreement:</b>      | <b>Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025–2027</b> |
| <b>Reporting to:</b>   | <b>Manager – Business Intelligence and Analytics</b>                                                                                                        |

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### About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

### Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

### Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with

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disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

## About the department/unit

The Business Intelligence and Analytics Unit supports the Women's to make informed, evidence-based decisions through trusted data and information.

The Unit is responsible for enterprise reporting, business intelligence, clinical costing, data governance and privacy. It develops and maintains frameworks, standards and practices that support data quality, stewardship, privacy compliance and the effective use of organisational information. Working in partnership with clinical, operational, research and corporate teams, the Unit promotes responsible management and use of data to support patient care, performance improvement and decision-making.

## Position purpose

The Data Governance and Privacy Lead is responsible for establishing and embedding the Women's enterprise data governance, information governance and privacy capability.

The role develops and maintains the frameworks, policies, standards and accountability structures that ensure data is managed as a trusted organisational asset. Working across clinical, operational, research and corporate services, the role supports high-quality data, informed decision-making, regulatory compliance and responsible use of information.

The role leads the implementation of the Women's Data Governance Framework, provides expert advice on privacy, information risk and data sharing, and works with data owners, stewards and leaders to strengthen organisational accountability, capability and data literacy.

## Role Profile

### Role Profile

| <b>Govern</b>                                                                              | <b>Protect</b>                                                                                      | <b>Enable</b>                                                                                                      | <b>Embed</b>                                                                                                          |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Establish governance frameworks, standards, accountability and decision-making structures. | Ensure information is managed appropriately, with privacy, security and regulatory obligations met. | Support safe, effective and consistent use of data across clinical, operational, research and corporate functions. | Build organisational capability, stewardship and a culture of data accountability and evidence-based decision-making. |

## Key responsibilities

### Data governance framework and operating model

- Lead the development, implementation and continuous improvement of the Women's Data Governance Framework, policies, standards and operating model.
- Establish and maintain governance structures, decision-making forums and accountability mechanisms for organisational data assets.
- Design and embed enterprise data ownership and data stewardship models, including clear accountability for critical organisational data.
- Lead the identification, classification and governance of Critical Data Elements and other priority information assets.
- Develop and maintain standards, processes and controls that support consistent management of data across its lifecycle.
- Monitor governance maturity and recommend initiatives to strengthen organisational capability, accountability and trust in data.

### Privacy, information management and compliance

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- Provide expert advice on privacy, information management, data sharing and secondary use of data.
- Support compliance with relevant legislation, regulations and standards relating to privacy, health information and data management.
- Lead and support Privacy Impact Assessments (PIAs) for projects, systems and initiatives involving personal or sensitive information.
- Provide advice on privacy risks, controls and mitigation strategies throughout the project and system lifecycle.
- Support the investigation and management of privacy incidents, data breaches and related improvement activities.
- Develop and maintain privacy-related guidance, standards and governance processes that support the responsible use of organisational data.

### **Data quality and stewardship**

- Establish and maintain enterprise standards for data quality, metadata, business definitions and information management.
- Partner with business and technical stakeholders to identify, define and govern Critical Data Elements that support clinical, operational, regulatory and strategic priorities.
- Develop and maintain processes for monitoring, assessing and improving the quality of critical organisational data assets.
- Establish and support data stewardship practices that promote accountability, consistency and trust in organisational information.
- Lead the development and maintenance of business glossaries, data definitions and related governance artefacts.
- Partner with data engineering, analytics and technical teams to embed data governance capabilities, including metadata management, data lineage and data cataloguing, within enterprise data platforms.
- Promote the use of standard definitions, business rules and trusted data assets across the organisation.

### **Organisational engagement and capability**

- Build organisational awareness of data governance, privacy and information management responsibilities.
- Develop education, guidance and support materials that strengthen data literacy and accountability.
- Work collaboratively with leaders, clinicians and staff to embed governance practices into routine business processes.
- Promote a culture where data is managed as a strategic organisational asset.

### **Assurance and continuous improvement**

- Monitor and report on the effectiveness, adoption and maturity of data governance practices across the organisation.
- Establish measures, reporting and assurance processes to assess compliance with governance policies, standards and stewardship responsibilities.
- Identify governance risks, issues and improvement opportunities, and support implementation of remediation activities.
- Coordinate governance reviews, audits and maturity assessments and report outcomes to governance committees and senior leaders.

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- Evaluate and recommend governance capabilities, processes and technologies that improve management of organisational data assets.
- Drive continuous improvement initiatives that strengthen data quality, accountability, transparency and trust in organisational information.

### Key Performance Indicators (KPI's)

Specific measures and targets will be agreed as part of the employee's Performance Development Plan within the first six months of appointment. Performance will be assessed across the following areas:

| Performance area                    | Evidence of effective performance                                                                                                                                  |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Governance framework</b>         | Data governance policies, standards, governance forums and accountability structures are implemented, maintained and operating effectively.                        |
| <b>Privacy and compliance</b>       | Privacy obligations are met, privacy risks are identified and managed appropriately, and advice is timely, practical and aligned with legislative requirements.    |
| <b>Data stewardship and quality</b> | Data ownership, stewardship and data quality practices are established and progressively embedded across the organisation.                                         |
| <b>Stakeholder engagement</b>       | Productive relationships are maintained with data owners, stewards, clinicians, operational leaders and technical teams, supporting effective governance outcomes. |
| <b>Capability and culture</b>       | Awareness of data governance, privacy and information management responsibilities increases across the organisation.                                               |
| <b>Assurance and improvement</b>    | Governance risks, issues and compliance obligations are monitored, reported and addressed, with evidence of ongoing maturity improvement.                          |
| <b>Delivery and influence</b>       | Governance initiatives, priorities and improvements are delivered effectively and contribute to organisational objectives.                                         |

### Key selection criteria

#### Experience and qualifications

- A tertiary qualification in information management, data management, health information management, information systems, governance, law, business, healthcare, or a related discipline, or equivalent relevant experience.
- Demonstrated experience in data governance, information governance, privacy, information management or a related field, preferably within healthcare, government or another complex regulated environment.
- Demonstrated experience developing and implementing governance frameworks, policies, standards and organisational change initiatives.
- Experience interpreting and applying privacy, health information and data management legislation, standards and regulatory requirements.

#### Essential Criteria

- Demonstrated experience developing and implementing data governance frameworks, standards and operating models within a complex organisation.
- Experience establishing data ownership, stewardship and accountability practices that support effective management of organisational data assets.
- Demonstrated knowledge of privacy, health information and data management legislation and the ability to apply these requirements in practice.
- Strong stakeholder engagement and influencing skills, with the ability to build productive relationships across business and technical teams.

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- Demonstrated ability to manage competing priorities and deliver outcomes in a complex environment.

### **Desirable Criteria**

- Experience working within the Victorian public health sector or another complex, highly regulated environment.
- Experience implementing data governance, information management or privacy initiatives across multiple business areas.
- Experience establishing or supporting data ownership and stewardship models.
- Experience with data quality improvement, critical data elements, metadata management or business glossary initiatives.
- Experience working with data governance technologies, including data catalogue, metadata or data lineage solutions.
- Understanding of healthcare information systems, data warehouses, analytics platforms or electronic medical records.
- Knowledge of contemporary data governance frameworks and better-practice approaches, such as DAMA-DMBOK.
- Professional certification or postgraduate qualifications in data governance, privacy, health information management, information management or a related discipline.

## **Organisational relationships**

### **Internal relationships**

- Executive Directors and Directors
- Clinical Directors and Heads of Unit
- Operational Managers
- Nursing and Midwifery Leaders
- Finance
- People & Culture / Workforce
- Quality & Safety
- Strategy and Performance
- Digital Health / EMR
- Business Intelligence & Analytics
- Data Owners and Data Stewards
- Clinical and Corporate Teams

### **External relationships**

- Department of Health (Vic.) as required
- Other Health organisations as required.

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## Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

| Physical demands                                                                                                                                                                                                                           | Frequency                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <b>Shift work</b> – rotation of shifts – day, afternoon and night                                                                                                                                                                          | <b>Not applicable</b>              |
| <b>Sitting</b> – remaining in a seated position to complete tasks                                                                                                                                                                          | <b>Prolonged/constant</b>          |
| <b>Standing</b> – remaining standing without moving about to perform tasks                                                                                                                                                                 | <b>Occasional</b>                  |
| <b>Walking</b> – floor type even, vinyl, carpet,                                                                                                                                                                                           | <b>Frequent</b>                    |
| <b>Lean forward/forward flexion from waist</b> to complete tasks                                                                                                                                                                           | <b>Frequent</b>                    |
| <b>Trunk twisting</b> – turning from the waist to complete tasks                                                                                                                                                                           | <b>Rare</b>                        |
| <b>Kneeling</b> – remaining in a kneeling position to complete tasks                                                                                                                                                                       | <b>Rare</b>                        |
| <b>Squatting/crouching</b> – adopting these postures to complete tasks                                                                                                                                                                     | <b>Rare</b>                        |
| <b>Leg/foot movement</b> to operate equipment                                                                                                                                                                                              | <b>Rare</b>                        |
| <b>Climbing stairs/ladders</b> – ascending and descending stairs, ladders, steps                                                                                                                                                           | <b>Frequent</b>                    |
| <b>Lifting/carrying</b> – light lifting and carrying less than 5 kilos                                                                                                                                                                     | <b>Occasional</b>                  |
| – Moderate lifting and carrying 5 – 10 kilos                                                                                                                                                                                               | <b>Rare</b>                        |
| – Heavy lifting and carrying – 10 – 20 kilos.                                                                                                                                                                                              | <b>Rare</b>                        |
| <b>Push/pull of equipment/furniture</b> – light push/pull forces less than 10 kg                                                                                                                                                           | <b>Frequent</b>                    |
| – moderate push / pull forces 10 – 20 kg                                                                                                                                                                                                   | <b>Rare</b>                        |
| – heavy push / pull forces over 20 kg                                                                                                                                                                                                      | <b>Rare</b>                        |
| <b>Reaching</b> – arm fully extended forward or raised above shoulder                                                                                                                                                                      | <b>Frequent</b>                    |
| <b>Head/neck postures</b> – holding head in a position other than neutral (facing forward)                                                                                                                                                 | <b>Rare</b>                        |
| <b>Sequential repetitive actions in short period of time</b>                                                                                                                                                                               |                                    |
| – Repetitive flexion and extension of hands wrists and arms                                                                                                                                                                                | <b>Rare</b>                        |
| – Gripping, holding, twisting, clasping with fingers/hands                                                                                                                                                                                 | <b>Frequent</b>                    |
| <b>Driving</b> – operating any motor-powered vehicle with a valid Victorian driver's license.                                                                                                                                              | <b>Occasional</b>                  |
| Sensory demands                                                                                                                                                                                                                            | Frequency                          |
| <b>Sight</b> – use of sight is integral to most tasks completed each shift                                                                                                                                                                 | <b>Prolonged/constant</b>          |
| <b>Hearing</b> – use of hearing is an integral part of work performance                                                                                                                                                                    | <b>Prolonged/constant</b>          |
| <b>Touch</b> – use of touch is integral to most tasks completed each shift                                                                                                                                                                 | <b>Prolonged/constant</b>          |
| Psychosocial demands                                                                                                                                                                                                                       | Frequency                          |
| <b>Observation skills</b> – assessing/reviewing patients in/outpatients                                                                                                                                                                    | <b>Not applicable</b>              |
| <b>Problem solving</b> issues associated with clinical and non-clinical care                                                                                                                                                               | <b>Prolonged/constant</b>          |
| <b>Working with distressed people and families</b>                                                                                                                                                                                         | <b>Rare</b>                        |
| <b>Dealing with aggressive and uncooperative people</b>                                                                                                                                                                                    | <b>Rare</b>                        |
| <b>Dealing with unpredictable behaviour</b>                                                                                                                                                                                                | <b>Rare</b>                        |
| <b>Job demands</b> – high workload, tight deadlines, and competing priorities                                                                                                                                                              | <b>Frequent</b>                    |
| <b>Exposure to traumatic or distressing content or situations</b> – including handling sensitive information arising from patient records, patient care activities, incident reports, adverse events, or investigations of adverse events. | <b>Rare</b>                        |
| <b>Role specific considerations</b><br>Support is available for staff exposed to psychological risks.<br>Any adjustments that may be required can be discussed with your manager.                                                          |                                    |
| Definitions used to quantify frequency of tasks/demands as above                                                                                                                                                                           |                                    |
| <b>Prolonged/constant</b>                                                                                                                                                                                                                  | 70 – 100 % of time in the position |
| <b>Frequent</b>                                                                                                                                                                                                                            | 31 – 69 % of time in the position  |
| <b>Occasional</b>                                                                                                                                                                                                                          | 16 – 30% of time in the position   |
| <b>Rare</b>                                                                                                                                                                                                                                | 1 – 15% of time in the position    |

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### Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.
- We are committed to the safety, wellbeing and empowerment of all children and young people. We prioritise an environment where children are protected and heard. We commit to safeguarding the social and emotional wellbeing of First Nations children, understanding that their connection to country, culture, kin and community is critical to their safety.

### Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

As this role does not have direct patient contact, employees are strongly encouraged (although not required) to be vaccinated against COVID-19, influenza, whooping cough (pertussis), chicken pox and MMR (measles, mumps, rubella).

### Declaration

**By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.**

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**Developed date:** 23/10/2026

**Developed by:** Emily Ryder / Davor Sulava

**Date of next review:** (12 months from now)

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