



Position Description

POSITION TITLE	Manager Data Governance and Analytics
REPORTS TO	Chief Information Officer
Employment type/status	Full time
EMPLOYMENT STATUS	Ongoing
CLASSIFICATION	Level 8
DATE REVIEWED	Dec 2025

Team Overview

The **Information and Technology** team, based in Carlton, delivers secure, integrated technology solutions that support statewide screening, reading, and assessment services for Victorian women. The team is responsible for delivery on the **Digital Roadmap** to deliver an inclusive and secure digital experience that is simple, equitable and reliable, empowering our clients and people.

Core functions

- **Service Desk** – first point of contact for support to resolve an issue and provision access
- **Data Analytics & Reporting** – enable access, analytics, routine reporting and release of client data
- **Data Governance & Information Security** – ensure appropriate access, use and protection of client, health and sensitive information, as well as minimizing disruption risk
- **Enterprise Applications** – development and maintenance of client and clinical health information and registry systems and associated data warehouses
- **IT Infrastructure** – delivery and maintenance of hardware, networks, and connectivity
- **Project Delivery** – new sites, major upgrades and digital initiatives

The **Data Analytics and Reporting** team ensures client data is accurate, timely, and fit for purpose to support client engagement and clinical care, operational performance, and strategic decision-making. The team leads system-wide data quality initiatives, delivers routine and ad hoc data services and reporting to deliver consistent information and trusted and insights across the organisation.

Role Objective

The **Manager, Data Governance and Analytics** will establish and implement a program to improve the quality, consistency, and timeliness of client data capture and reporting across the state. This is a hands-on role that includes expanding the scope of the analytics service and undertaking project work. The role is responsible for ensuring compliance with relevant data governance frameworks and works in collaboration with services, government agencies, and internal teams to improve clinical care, operational efficiency, and decision-making through improved data practices.

Key Responsibilities – Include but not limited to:

	Key Responsibility	Key outcomes (n/a until appointed)
1	Program Delivery <ul style="list-style-type: none">Coordinate and implement data quality improvement projects across health services.Support the development and rollout of statewide data standards and definitions.Develop, implement and deliver a data quality improvement and data analytics program	
2	Governance & Compliance <ul style="list-style-type: none">Lead the development and implementation of an appropriate data governance framework and policies for BSV.Monitor compliance with data quality protocols and escalate issues as needed including BreastScreen Australia National Accreditation Standards (NAS) and Data Governance Management Assessment (DGMA), and Victorian Protective Data Security Standards (VPDSS)	
3	Stakeholder Engagement <ul style="list-style-type: none">Build relationships to support consistent practices with client data across all systems.Facilitate workshops and working groups to promote collaboration and knowledge sharing.	
4	Capability Building <ul style="list-style-type: none">Develop and deliver training and resources to improve data literacy and quality practices across the workforce.Support change management activities related to data improvement initiatives.	
5	Monitoring & Reporting <ul style="list-style-type: none">Track and report on data quality metrics and improvement outcomes.	

	Key Responsibility	Key outcomes (n/a until appointed)
	<ul style="list-style-type: none"> Provide insights and recommendations to senior leaders based on data analysis. 	

Level of Supervision and Independence

Reporting to the CIO the Manager Health Data Quality and Governance has 3 direct reports. Data and Reporting Analyst Lead, Information Manager and Consumer Insights Specialist. The Reporting team is comprised of a further two Analysts.

As a level 8 employee, as per the BSV Enterprise Agreement, this role requires a high level of management and organisational skills, specifically the ability to contribute to the strategic plan of BSV. The incumbent will be required to take a broad, ongoing leadership role as well as work effectively in a team environment at a senior level, with the capacity to lead and support others.

A high level of interpersonal and negotiating skills, excellent communication and the ability to liaise and negotiate with stakeholders at a senior level will be required whilst monitoring resources and balancing completing priorities to achieve results.

Level 8 employees are required to draw on specialist skills and knowledge, and demonstrate the ability to anticipate and assess the impact of change. Furthermore, it is expected that the position will create and foster awareness of the opportunity for change and create an environment conducive to change.

Key Behaviours

BreastScreen Victoria provides positive guidelines around key behaviours and values to ensure the work of all employees is effective, respectful and contributes to the positive culture of our organisation. Adherence to the BSV Performance Behaviours Dictionary, Code of Conduct and other relevant organisational policies and procedures is an ongoing requirement of the role.

Key Selection Criteria

Academic Qualifications	
ESSENTIAL	DESIRABLE
Tertiary qualification in health information management, data analytics, information systems, or a related field	Postgraduate qualification in health informatics, data governance, public health or project management

Technical Abilities & Skills	
ESSENTIAL	DESIRABLE
Demonstrated experience in managing data quality or governance initiatives within a complex organisation, preferably in healthcare or the public sector.	Experience implementing data improvement programs across multiple organisations or jurisdictions.

Technical Abilities & Skills	
Strong understanding of clinical workflows and health data standards and systems including HL7 and SNOMED.	Knowledge of emerging technologies and trends in health data management and interoperability
Proficiency in data analysis and reporting tools including Excel and PowerBI	
Application of data governance frameworks and privacy legislation (e.g., Health Records Act, Privacy Act).	

Personal Abilities & Behaviours	
ESSENTIAL	DESIRABLE
Excellent communication and interpersonal skills, with the ability to engage and influence a wide range of stakeholders.	Ability to lead change and build capability in data literacy across diverse teams.
Strong organisational and project management skills, with the ability to manage competing priorities and deliver outcomes.	Experience facilitating workshops, communities of practice, or stakeholder forums.
Collaborative mindset with a commitment to continuous improvement and innovation.	

Relationships

INTERNAL	EXTERNAL
Enterprise Applications team including Manager Enterprise Applications, Senior Developer, Product Manager (Gecko) and Reporting Platform Delivery Lead	Reading and Assessment Services including Clinical Directors, Radiologists, Surgeons, Radiographers, Nurse Counsellors, Program Managers, Data Managers, Receptionists, Data Clerks
IT services team including PACS administrator and Application Support Specialist (Gecko)	Vendors including Microsoft PowerBI
BSV Executive, Leadership Group, Client Contact team, Relationship team, Quality team, Health Promotion team	Researchers
BSV Board	

Diversity & Inclusion

We are committed to promoting diversity, inclusivity and accessibility within our workplace, and encourage people from diverse communities and backgrounds to apply for roles at BreastScreen Victoria. This includes (but is not limited to): people from multicultural backgrounds; LGBTIQ+ communities; Aboriginal and Torres Strait Islander peoples; and people with disability.

BreastScreen Victoria have a number of policies, procedures and systems that promote inclusive behaviours throughout our workforce. They are all key indicators for successful performance in this role.

About BreastScreen Victoria

BreastScreen Victoria operates a population-based breast cancer screening program that aims to reduce the impact of breast cancer and save lives through early detection. We provide free breast screens (mammograms) to women and the trans and gender diverse community aged 40 and over without breast symptoms, targeting those aged 50 to 74 years who are proven to benefit the most from population-based screening.

We are contracted by the Victorian Department of Health to deliver breast screening in Victoria as part of the national BreastScreen Australia Program.

BreastScreen Victoria operates across a network of permanent and mobile screening clinics and assessment services to provide high-quality and inclusive care for the Victorian community.

Our program is client-focused, embedding client input and feedback at every stage.

Our services are quality assured and accredited under the BreastScreen Australia National Accreditation program, and our performance is measured against the National Accreditation Standards.

Our program



The BreastScreen Victoria program is for women, including eligible trans and gender diverse people.



The program is for women with no breast symptoms.

50-74

BreastScreen Victoria invites women aged 50-74 to get a breast screen (mammogram), based on evidence that screening is most effective in this age group. The program is also open to women over 40.



A breast screen is recommended every two years.



Clients may be called back for further tests. This does not mean breast cancer is present; however, more tests may be necessary.

How we deliver our program



The BreastScreen Victoria program is free.



A breast screen takes just 10 minutes.



No Medicare or doctor's referral is needed.



All breast screens are conducted by experienced woman radiographers.



Breast screening and assessment services are available across Victoria. Two mobile screening services provide screens in rural and regional communities.

Strategic Plan 2025–2029

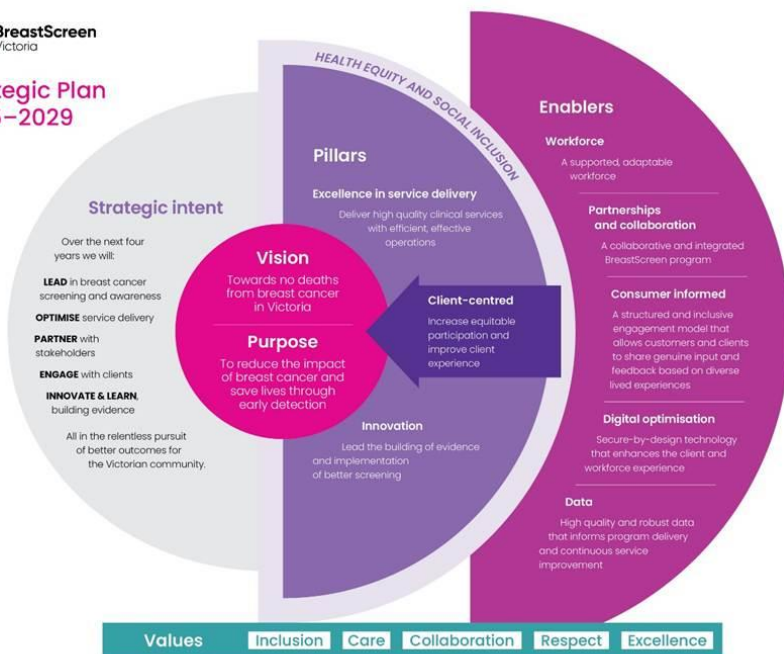
Our Strategic Plan for 2025–2029 sets a bold vision and purpose, guiding our organisation toward a future of no deaths from breast cancer in Victoria.

This Plan is closely aligned with the [Victorian Cancer Plan](#) and the [Australian Cancer Plan](#), both of which emphasise inclusive participation in breast cancer screening and enhancing outcomes across priority populations.

Our people are at the heart of everything we do. This Plan highlights the focus and investment needed to build a supported, adaptable workforce, with strong program and clinical leadership and new capabilities, both now and into the future.

Developed through extensive consultation with consumers, service providers, staff, partner organisations, and government stakeholders, this Plan reflects a shared commitment to delivering equitable, high-quality breast screening services for all.

Strategic Plan 2025–2029



Understanding and acceptance of Position Description

Employee Signature: _____ Date: _____

Employee Name: _____

Manager Signature: _____ Date: _____

Manager Name: _____

