

## Data & Compliance Lead – Malmsbury

<b>position number</b>	PXXXX
<b>status</b>	Full Time, fixed term (TF)
<b>network</b>	Services
<b>agreement</b>	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2022 - 2026
<b>classification</b>	Grade 3 [over award]
<b>reports to</b>	Operations Lead, Parkville
<b>functional relationships</b>	Nurse Unit Manager (NUM) Operations Lead - Parkville Client Services Officer (CSO) Internal and External Healthcare Providers cohealth Multidisciplinary Team Justice Health Department Justice and Community Safety (DJCS) staff Clinical Services Manager Support Services Manager
<b>about us</b>	cohealth is a not-for-profit community health organisation. We provide health and support services in Melbourne's CBD, northern and western suburbs, and in regional locations in Victoria and Tasmania.
<b>what we do</b>	Our work aims to improve the health and wellbeing of our communities and address health and social inequality.
<b>our organisation</b>	cohealth is a community health organisation with an ambitious strategic plan. Our mission is to improve health and wellbeing for all and tackle inequality, in partnership with people and the communities they live in.
<b>our people</b>	People who work at cohealth are committed to designing and delivering high quality health care and promoting and protecting human rights.
<b>diversity and inclusion</b>	We want people of all ages, gender identities, sexualities, cultural backgrounds, and abilities to feel safe to bring their whole selves to cohealth. We are a Rainbow Tick Accredited organisation with over 20% of our staff from the LGBTQIA+ community. To find out more about us click <a href="#">here</a>



## network overview

### Services Network

The Services Network is responsible for delivering a wide range of health and social support services in Melbourne's CBD, northern and western suburbs; and rural locations across Victoria and Tasmania.

## position overview and purpose

Malmsbury Youth Justice Precinct is a regional youth custodial facility located in central Victoria, approximately 95km north-west of Melbourne, accommodating young people aged 17 to 24.

The precinct recommenced operations on 30 April 2026 following a period of decommissioning and is currently in a phase of service establishment and growth. Malmsbury Youth Justice is undergoing expansion and is expected to accommodate up to 75 young people as service capacity increases. cohealth's inclusive workplace culture enables staff to bring their whole selves to work, where uniqueness is valued, and people experience a feeling of belonging. Our aim is for everyone to thrive in their role.

The role of the Data Lead is to use various systems to extract, analyse and interpret data relating to the Primary Care and Allied Health Services delivered Malmsbury Justice Primary Care Centre. The Data Lead is a crucial member of a multidisciplinary team and will be handling sensitive information.

The Data Lead must reflect the Department of Justice and Community Safety and cohealth values and understand privacy obligations in relation to cohealth clients and practice, our organisation, our contracts, and our internal and external systems.

## key accountabilities

### customer service and record management

- Extraction, analysis and interpretation of data using a variety of software such as Mastercare and CRIS
- Solid understanding of Justice Health Notifiable incidents inclusive of reporting timeframes, reporting formats and breaches
- Familiarity with Riskman reporting system and drawing data, reports and trends from the system
- Build and maintain cooperative and respectful relationships with relevant stakeholders
- Production of high-quality reports displaying trends and gaps and opportunities of improvement with reflection of areas of success
- Alert the Operations Manager to any issues of concern ascertained through data analysis and interpretation
- Seeking input, liaison and clarity in questions raised in data findings with the clinical nursing workforce primarily and the leadership team where required
- Liaison with members of the internal (cohealth) and external (Justice Health) team to respond to data findings and KRAs
- Handling of client records in accordance with cohealth and Malmsbury Youth Justice Centre Policies and Procedures



	<ul style="list-style-type: none"> <li>• Maintenance of confidentiality and recognition of sensitive nature of information within the custodial environment</li> </ul>
<p><b>training and development</b></p>	<ul style="list-style-type: none"> <li>• Champion cohealth's preferred culture to meet cohealth's corporate objectives and to promote teamwork, employee development and empowerment to foster a culture of high performance and a workforce which demonstrates behaviours consistent with cohealth's corporate values</li> <li>• Provide and maintain a working environment that, as far as reasonably practicable, is safe and without risks to the health, safety, and wellbeing of all (employees, contractors, volunteers)</li> <li>• Maintain clinical and data-based knowledge, skills, qualifications, accreditations, and registrations through participation in professional development activities</li> </ul>
<p><b>quality and continuous improvement</b></p>	<ul style="list-style-type: none"> <li>• Contribute to the principles of continuous improvement as contained in the cohealth's quality system and ensure compliance with cohealth policies/procedures</li> <li>• Contribute to the implementation and improvement of the quality systems within cohealth</li> <li>• Promote and represent cohealth as a caring, professional, and client-focused organisation</li> <li>• Ensure compliance with the Justice Health framework, Justice Health guidelines and cohealth policies, procedures and guidelines</li> </ul>
<p><b>health &amp; safety compliance</b></p>	<ul style="list-style-type: none"> <li>• Take corrective action to remedy safety hazards or risks and restore a safe working environment</li> <li>• Understand and comply with the cohealth Workplace Health Safety and Wellbeing standards and the legislative requirements relevant to this position</li> <li>• Carry out duties in a manner that does not adversely affect own health and safety of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve Work Health &amp; Safety (WHS)</li> <li>• Participate in the identification of risks to the organisation</li> </ul>
<p><b>others</b></p>	<ul style="list-style-type: none"> <li>• Comply and adhere to all cohealth policies and procedures including code of conduct and values</li> <li>• Undertake special projects or tasks as required</li> <li>• Perform all other duties as directed, within the limits of skills, competence, and training to maximise flexibility and effectiveness</li> </ul>



**position requirements**

- Working with Children's Check (WWCC)
- National (and international if required) Police Check Current
- Immunisation Category C – evidence to be produced upon request
- Successful candidates will be required to undergo a Department of Justice & Community Safety security clearance prior to commencement

**key selection criteria**

- Background experience as a Registered Nurse or Allied Health clinician
- Experience in assessing and interpreting clinical data and/or experience in a clinical project development role
- Preferred experience within a custodial environment or interest and willingness to fulfill training requirements within Youth Justice
- Demonstrated experience and skills with standard computer software applications including Microsoft Outlook (medium-intermediate proficiency) Microsoft Word & Excel (basic-intermediate proficiency), and patient/ client management systems
- CPR training within the last 12 months or willingness to obtain
- Familiarity with medical terminology, abbreviations and clinical challenges faced within a custodial environment
- Strong belief and personal alignment in cohealth Values and Mission

*cohealth is a child safe and equal opportunity employer that offers generous salary packaging and opportunity to undertake professional training and development opportunities. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.*

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