

Health Information Systems Support Administrator

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Company: North Metropolitan Health Service

Location: Western Australia

Category: other-general

This is for a Permanent Full Time appointment. Do you want to be a part of a team that promotes and improves the health of its people and community? Are you looking for an organisation that listens to what you have to say, supports flexible working arrangements, health and wellbeing and is focused on engagement and culture? Then look no further. North Metropolitan Health Service (NMHS) fosters an environment of equity and inclusion and strives to ensure everyone experiences a sense of belonging. We celebrate the rich diversity of our community and are committed to recruiting a team that is reflective of those we care for. We encourage anyone who aligns with our values of Respect, Integrity, Teamwork, Innovation and Care to apply for this role. NMHS is committed to growing the Aboriginal workforce as a part of our Aboriginal Health and Wellbeing Strategy. As a measure to achieve equality, Section 51 of the Equal Opportunity Act 1984 applies to this position. NMHS upholds the social model of disability. If you have any access needs or require adjustments to participate in the recruitment process, please contact Fran Harrison on 08 6457 3820. About this role This position is responsible for the efficient administration and supervision of SCGH and OPH core enterprise Patient Administration and Clinical Information Systems (iCM, CPOE, e-Referrals, NaCS, DMR). Management and administration of the Systems through planning, design, implementation, and maintenance of new and existing functions; management and supervision of the Health Information Systems Support staff; provides systems testing and continuous liaison with users and external agencies regarding operational issues; ensures optimal user training and support via the production, review conduction and evaluation of training plans.. This role reports to the Deputy Manager Health

Information Management Service. What we are looking for A highly capable and values-driven individual to join our dynamic Health Information Management Service team. You will be a driven and innovative individual whose actions, interactions and partnerships achieve high quality patient care. You will have the opportunity to embody the NMHS Values and make a real difference by providing safe quality care through expertise and teamwork. While your qualifications and experience tell us part of your story, your values and attitude speak louder still. At NMHS, we aim to ensure our behaviours reflect our core values: Care, Respect, Innovation, Teamwork and Integrity. During the selection process you will be assessed on your ability to fulfil the responsibilities of this position while upholding our values. Area Profile Sir Charles Gairdner Hospital (SCGH) is one of Australia's leading teaching tertiary hospitals. Located at the Queen Elizabeth II Medical Centre 4km from Perth city centre, SCGH provides a comprehensive range of clinical services including trauma, emergency and critical care, orthopaedics, general medicine, general surgery, and cardiac care. It is home to WA's only comprehensive cancer centre - the largest cancer treatment centre in the State - and is the State's principal hospital for neurosurgery and liver transplants. What we offer In addition to the great salary our employees enjoy an amazing range of benefits: 11% employer contributed superannuation into a fund of your choice. For further information click here. Generous salary packaging Diverse and inclusive culture Discounted public transport A smoke free environment Flexible leave arrangements Professional development opportunities Paid study leave Flexible working arrangements Continuous learning Professional and location-based allowances NMHS supports flexible working practices and consideration will be given to flexible work options, where operationally appropriate. Want to know more about this role? We encourage you to contact Fran Harrison on 08 6457 3820. We think you'll like it here Our employees like working here, and we think you will too. Watch this video to find out what they have to say. Ready to join our team? Applicants are required to apply online so allow enough time to complete the online application process and attach your documentation. If you experience difficulties, please contact Employee Services on 13 44 77 for immediate assistance during business hours. Your application should include: A statement addressing selection criteria in no more than 2-3 pages (as outlined in the attached JDF). A comprehensive CV that clearly shows your experience relevant to this role. The names and contact details of two (2) professional referees. It is preferable for one of your referees to be your current supervisor or manager. Eligibility to Apply: Australian citizenship or

permanent residency is an essential requirement for applicants to be considered for permanent positions in the public sector. Whilst this selection process will initially be used to fill the above vacancy, it may also be used to fill other similar vacancies throughout the health service. In addition to this, should the successful applicant decline or vacate the advertised vacancy, then the next most suitable applicant may also be selected from this process. Both of these options remain valid for a period of twelve (12) months from when the authorised delegate endorses the recruitment decision. Lodgement is system generated. Any submissions after or on, 4:00pm on the closing date will not be accepted. We look forward to receiving your application.

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