

Single Information Systems Lead – Brimbank Melton Children's Health and Wellbeing Local

Success Profile

As at 11/04/2025

<p>You will make a difference by</p>	<ul style="list-style-type: none"> • Ensuring all work completed aligns with IPC Health's Service Impact Strategy, Digital Health Strategy and IT Strategy. • Management and co-ordination of a broad range of data and information systems to enable meaningful and efficient service delivery via a single system. • Leading the strategic design, development, implementation and management of technology solutions that ensure seamless integration across disparate systems to achieve objectives of the program. • Provide technical leadership in knowledge management, integration architecture and platform management in collaboration with stakeholders to optimise digital products and services. • Operationalise strategic plans within the program. • Liase with IPC Health Digital Health Lead and IT and data teams and the Children's Local staff to enable a successful and seamless move to a bespoke site. • Facilitate the connection of multi-disciplinary, multi-agency teams through the implementation and maintenance of 'knowledge base' channels in various forms. • Building strong relationships with internal and external stakeholders to strengthen successful uptake and implementation of system change. • Lead and/or support related work at IPC Health as directed.
<p>To succeed, you will need</p>	<ul style="list-style-type: none"> • Tertiary qualification in Information or Knowledge Management or equivalent, or equivalent work experience. • Demonstrated Knowledge Management and Solutions Development experience including best practice principles and their application. • Advanced administrator knowledge and experience of Microsoft Office 365 suite and SharePoint. • Exceptional organisational, planning and project management skills with the ability to prioritise competing business needs within limited time frames. • High level interpersonal and administration skills to manage relationships and tasks efficiently while providing support to other team members.

	<ul style="list-style-type: none"> • Excellent communication skills including the ability to convey complex concepts in layperson's terms whilst being able to translate operational needs into technical requirements. • An enthusiastic, self motivated person who has the ability to work collaboratively with others and to work autonomously to fulfill team objectives. <p><i>Highly Regarded:</i></p> <ul style="list-style-type: none"> • Demonstrated experience working with diverse teams and partners in a dynamic community health environment. • Advanced administrative experience with Microsoft Power Platform including Power Apps and Power Automate. • Knowledge of client record systems such as Trakcare/CMI/EMS • Current, valid drivers licence.
You will improve and promote One Team IPC Health by	<ul style="list-style-type: none"> • Acting with purpose, measuring our results, and celebrating achievements (<i>We make a difference</i>) • Going above and beyond, demonstrating understanding and respect for our communities and each other (<i>We are passionate</i>) • Learning, experimenting and innovating (<i>We are creative</i>)
We will contribute to your success by	<ul style="list-style-type: none"> • Providing opportunities for you to share what is important to you, your wellbeing, and what you need. • Aligning the contribution you make to IPC Health's strategy. • Guiding you in what to do, when and how to do it. • Developing your skills with regular feedback and exploring career opportunities. • Ensuring you feel fulfilled at the end of each workday. • Being committed to maintaining a barrier-free environment for all and welcoming individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI communities.
Key Deliverables and Measures	<ul style="list-style-type: none"> • Co-develop the program's Knowledge Management Strategy with key stakeholders, including consumers and community members. • Oversee management of the program's knowledge sharing and collaboration tools, including SharePoint and Microsoft Team, ensuring that tools are fit for purpose and staff members are able to use these effectively. • Promote Knowledge Management practices through the program, including providing education and support to enhance collaboration. • Successful transition to a single client record from multiple medical records.

	<ul style="list-style-type: none"> • Support the transition to the new site, ensuring that IT systems are operational at service commencement. • Develop creative digital solutions with team members and consumers to address system barriers hindering integrated care for families. • Participation in and delivery on the Brimbank Melton Local's Team Charter. • Strong, effective relationships with IPC Health Business Data, IT and Data and Information teams. • Provide reports and recommendations to the Governing Groups of the Brimbank Melton Local.
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Team	<ul style="list-style-type: none"> • Brimbank Melton Children's Health and Wellbeing Local
Reports to	<ul style="list-style-type: none"> • Manager, Brimbank Melton Children's Health and Wellbeing Local
Key relationships	<ul style="list-style-type: none"> • Manager Child and Family Health and Wellbeing Services • Brimbank Melton Local staff including: • Western Health Paediatricians and Paediatric Allied Health • Royal Children's Hospital Mental Health Clinicians • IPC Health Local staff • Families with children aged 0-11 years in Brimbank Melton • IPC Health staff • Brimbank Melton Community Members and service organisations • IPC Health Service Model Transformation team • IPC Health Business Data, IT and Information teams • Department of Health • Brimbank Melton Local Quality and Safety Committee • Brimbank Melton Local Leadership team

Our Purpose

Improve quality of life for the people and communities we serve by maximising access to health and wellbeing services.

Our Values

We are passionate

We go above and beyond, demonstrating understanding and respect for our communities and each other.



We make a difference

We act with purpose, measure our results and celebrate achievements.



We are creative

We learn, experiment and innovate.

