

## ROLE STATEMENT

**ROLE TITLE:** Executive Director, Digital

**POSITION NUMBER:** P69344

**CLASSIFICATION:** SAES2

**CRIMINAL AND RELEVANT HISTORY SCREENING:** General Probity (NPC)

**REPORTS TO:** Chief Executive Officer

**AGENCY:** Central Adelaide Local Health Network

**DIVISION:** Digital

**IMMUNISATION RISK CATEGORY:** Category B

### CALHN PROFILE:

As the largest health network in South Australia, the [Central Adelaide Local Health Network](#) (CALHN) plays a leading role in improving the health and wellbeing of our community by delivering safe, connected and high-quality healthcare.

[Safe and Connected](#) is the way we deliver safe, coordinated, and high-quality care across all CALHN hospitals and services.

[Safe and Connected](#) is our everyday way of operating, keeping staff and patients safe, connecting our diverse network, and driving continuous improvement across our hospitals and services. This is CALHN's integrated operating model. It enables us to lift performance and provide timely access to emergency and mental health care, while keeping care connected across teams, sites, and the patient journey.

### ROLE PROFILE:

The Executive Director, Digital is accountable to the Chief Executive Officer, CALHN, for the leadership, performance and delivery of the Digital Directorate.

The role provides executive leadership for digital, data, evidence and insights, ICT, analytics, business intelligence and information management functions across CALHN, ensuring the effective delivery, optimisation and governance of digital systems, infrastructure, information assets and services that support high-quality patient care and organisational performance.

With a strong focus on delivery and execution, the Executive Director, Digital is responsible for driving digital transformation across the organisation, enabling integrated, secure and evidence informed care through the effective use of digital technologies, analytics, organisational insights and information management practices to deliver measurable value, improved outcomes and regulatory compliance.

The Executive Director, Digital will be required to achieve performance targets that are negotiated and mutually agreed with the Chief Executive Officer.

## **KEY ROLE OUTCOMES:**

The key outcomes required of the role include:

### **Digital Leadership**

- Provide executive leadership for digital transformation across CALHN, including clinical systems, ICT infrastructure, digital health and analytics.
- Drive adoption and optimisation of digital solutions, evidence and insights capabilities to support patient-centred, data-informed decision making and care delivery.
- Lead the development and execution of CALHN's digital strategy and implementation roadmap.
- Foster a culture of innovation, continuous improvement and digital maturity across the organisation.

### **Digital Planning and Delivery**

- Lead the planning and delivery of major digital programs and initiatives aligned to organisational priorities.
- Oversee implementation and optimisation of digital health platforms including electronic medical records, virtual care and integrated systems.
- Ensure robust program governance, benefits realisation, risk management and performance tracking across all digital initiatives.
- Provide expert advice to the CEO, Executive and Board on digital investment, capability and risk.

### **Technology and Information Management**

- Oversee ICT operations, infrastructure, cyber security and system performance across CALHN.
- Ensure digital systems are secure, resilient, integrated and compliant with legislative and policy requirements.
- Drive effective data governance, accessibility evidence management and analytics capability to support clinical, operational and strategic decision-making.
- Maximise value derived from ICT investments to improve efficiency and service outcomes.

### **Evidence, Insights and Performance**

- Provide executive leadership for CALHN's Evidence and Insights function, ensuring high-quality organisational reporting, analytics and performance intelligence.
- Lead the development of enterprise-wide evidence and insights capabilities that support service improvement, operational performance and executive decision-making.
- Ensure the delivery of accurate, timely and meaningful organisational performance reporting, dashboards and analytical products for the Executive, Board and program leaders.
- Promote the use of contemporary analytics, predictive insights and performance intelligence to improve patient outcomes, workforce planning and organisational effectiveness.
- Champion an evidence-informed culture where organisational decisions are supported by reliable data, analysis and actionable insights.

### **Information Management, Records and Compliance**

- Provide executive leadership for information management functions across CALHN, including:
  - Freedom of Information (FOI)
  - Medical records (clinical records)
  - Corporate records and information governance
- Ensure compliance with relevant legislation, standards and policy frameworks, including FOI, privacy and records management requirements.
- Oversee the governance, integrity, security and accessibility of patient, clinical and corporate information assets.
- Ensure effective medical record management supports safe, high-quality patient care and continuity of care.
- Lead the development and implementation of CALHN-wide information governance frameworks, policies and practices.
- Drive improvements in information lifecycle management, including digitisation, storage, retention and lawful disposal of records.
- Manage organisational risk associated with information access, privacy, data breaches and regulatory compliance.
- Provide expert advice to the CEO, Executive and Board on information governance, compliance and risk matters.

### **Innovation and Digital Health**

- Lead and champion digital innovation, including emerging technologies and new models of care.
- Establish and maintain strategic partnerships with Digital Health SA, universities, industry and vendors.
- Promote adoption of innovative digital solutions that enhance clinical outcomes, patient experience and service delivery.
- Promote innovative approaches to analytics, artificial intelligence, business intelligence and evidence generation that improve organisational performance and patient outcomes.

### **Operational Performance and Governance**

- Monitor and drive performance outcomes across digital, evidence and insights, analytics and information management services, ensuring delivery against agreed targets, budgets and timelines.
- Establish and maintain governance frameworks across digital, ICT and information management functions, including risk, audit and compliance.
- Ensure effective stakeholder engagement across clinical, operational and executive groups.

### **Financial and Resource Management**

- Manage digital, evidence and insights and analytics and information management budgets, workforce, contracts and assets to optimise organisational outcomes.
- Ensure sustainable and value-based investment in digital and information capabilities.
- Drive accountability and performance across the Digital Directorate.

**CHALLENGES:**

The immediate challenges for the role include, but are not limited to:

- Delivering large-scale digital and information management transformation within a complex health environment
- Aligning digital and information management investment with clinical and operational priorities
- Managing competing demands, legacy systems and cyber security risks
- Ensuring compliance with complex legislative and regulatory requirements relating to FOI, privacy and health information management
- Driving adoption of digital solutions and information governance practices across diverse stakeholder groups
- Keeping pace with emerging technologies while ensuring stability, safety and compliance
- Developing an enterprise-wide evidence and insights capability that delivers trusted, timely and actionable information for operational and strategic decision-making.
- Embedding an evidence-informed culture across CALHN while balancing increasing demand for performance reporting and analytics.

**KEY RELATIONSHIPS:**

Direct

- Director, Systems and Information Services (SAES)
- Senior Manager, EMR Optimisation (AHP5)
- Manager Health and Analytics and Insights (ASO8)
- Clinical Informatics Consultation (RN3)
- Principal Freedom of Information Officer (ASO7)
- Manager, Medical Records (ASO7)
- Information and Records Manager (ASO6)

Internal

- CALHN Executive Team
- Clinical leadership teams
- Senior managers across CALHN

External

- Digital Health SA
- Department for Health and Wellbeing
- Other Local Health Networks
- Universities and research partners
- ICT vendors and service providers

**DELEGATIONS:**

- Financial and Human Resources delegations in accordance with CALHN's Delegations of Authority.

### SAES SELECTION CRITERIA: CORE COMPETENCIES

The South Australian Executive Service (SAES) is a community of executives from the South Australian public service united by its purpose to help people and businesses in South Australia thrive.

Founded in shared values, collective leadership and a prospective outlook, SAES works to improve the quality of strategic policy and service delivery for South Australia.

The core competencies of the SAES framework require executives to be able to:

- Shape Strategic Thinking and Change
- Achieve Results
- Drive business Excellence
- Forge Relationships and Engages Others
- Exemplify Personal Drive and Professionalism

### SPECIAL CONDITIONS / GENERAL REQUIREMENTS:

- A contract term up to three years.
- It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements.
- Maintain a safe working environment by adopting appropriate management practices and have an understanding of, experience in, and ability to manage legislative requirements of the *Work Health and Safety Act 2012*.
- Work within the legislative requirements of the *Public Sector Act 2009* and the *Work Health & Safety Act 2012 (SA)*, *Return to Work Act 2014 (SA)*, *Independent Commissioner Against Corruption Act 2012 (SA)* and other relevant Acts and Regulations.
- Achieve performance targets that are negotiated and mutually agreed with the Chief Executive Officer

### HANDLING OF OFFICIAL INFORMATION:

- SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised. SA Health employees will not misuse information gained in their official capacity.
- SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible.
- Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

## KEY SELECTION CRITERIA / ESSENTIAL REQUIREMENTS

### Essential

#### **Educational/Vocational Qualifications:**

- Tertiary qualification in a relevant field (e.g. Information Technology, Digital Health, Health Management or related discipline)

#### **Personal Abilities/Aptitudes/Skills:**

- Highly developed executive leadership and management capability, with the ability to lead complex, multidisciplinary functions at scale.
- Strong strategic thinking, analytical and problem-solving skills, with the ability to translate complex technical and business issues into practical outcomes.
- Excellent stakeholder engagement and influencing capability at Executive and Board level, with the ability to build alignment across diverse stakeholder groups.
- High-level written and verbal communication skills, including the ability to provide clear and authoritative advice on complex digital and information matters.
- Demonstrated ability to lead complex change and large-scale digital or organisational transformation initiatives.
- Ability to manage sensitive information, privacy and compliance risks at an organisational level with sound judgement and discretion.
- Strong capability in establishing and embedding information governance frameworks, policies and practices.
- Ability to operate effectively in complex, high-pressure or regulated environments.

#### **Experience:**

- Extensive senior leadership experience in digital, ICT, data or technology-enabled environments within large and complex organisations.
- Demonstrated experience leading enterprise analytics, evidence or business intelligence functions that support executive decision-making and organisational performance.
- Proven track record delivering large-scale, complex transformation programs, particularly those enabled by technology or data.
- Experience implementing major enterprise systems (e.g. EMR, ERP, digital platforms or equivalent large-scale systems).
- Experience managing significant budgets, digital/ICT operations and vendor or partner relationships.
- Demonstrated experience overseeing or working with information management functions, including FOI, records, or data governance (or equivalent functions in other sectors).
- Experience managing privacy, compliance and information governance risks in complex organisational environments.
- Demonstrated success working in complex, multidisciplinary organisations with competing priorities.
- Proven ability to build strategic partnerships and foster innovation across organisational and external stakeholder groups.

#### **Knowledge:**

- Extensive knowledge of digital technologies, enterprise analytics, evidence-based decision making, business intelligence, performance reporting and

emerging technologies.

- Strong understanding of information management, FOI, privacy legislation and records management frameworks (or equivalent regulatory frameworks).
- Knowledge of cyber security, data governance and information management standards.
- Understanding of operating models, digital transformation and service delivery enabled by technology.
- Awareness of contemporary trends in digital innovation, analytics, and technology-enabled service improvement.

Desirable

**Educational/Vocational Qualifications:**

- Postgraduate qualifications in a relevant discipline.
- Relevant qualification or formal training in Freedom of Information (FOI), Information Access or Information Management, or eligibility for accreditation as an FOI Officer.

**Experience:**

- Experience within the health sector, public sector or highly regulated environments.

**Knowledge**

- Understanding of health system environments, digital health strategy or government processes.
- Awareness of broader health system trends and reform priorities.

**Executive:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Date:        /        /

**Chief Executive Officer:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Date:        /        /