

Eastern Health

POSITION DESCRIPTION

Position Title:	Associate Program Director, Data & AI Transformation
Award Classification:	HS5
Award / Agreement Name:	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement
Position Reports to:	Chief Information Officer

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

The Associate Program Director, Data & AI Transformation provides strategic leadership and operational oversight for a team responsible for delivering governed, high-quality data solutions and advanced analytics. This role focuses on management, governance, and coordination, ensuring projects are delivered on time, within scope, and aligned to organisational priorities.

3. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Support the Chief Information Officer in delivering the Data and Analytics Strategy
- Lead the implementation of AI and data science across Eastern Health and nurture organisational adoption
- Translate business needs into analytics requirements and a roadmap of specific data science projects that deliver tangible value for the organisation
- Operationalise predictive models by working with the business to implement outputs into decision-making processes
- Support activity planning and monitoring in collaboration with Finance and Strategy/ Planning
- Proactively mine data for trends and patterns, translating these into actionable insights
- Establish strong development practices including appropriate quality assurance
- Keep abreast of emerging trends and apply advanced machine learning, deep learning, and AI techniques, along with modern data engineering frameworks and tooling, to enhance the efficiency and scalability of data analysis
- Build relationships with external organisations, such as universities, to grow the AI & Data capability at Eastern Health
- Provide leadership and mentoring for a team of data engineers, data scientist, and AI engineers
- Oversee data governance frameworks, ensuring compliance with privacy, cyber-security, and regulatory standards
- Implement project governance, including prioritisation, resource allocation, and risk management
- Ensure delivery of reliable, scalable data pipelines and analytics solutions
- Coordinate with stakeholders to align projects with organisational strategy
- Drive continuous improvement in engineering and analytics practices
- Manage team performance, development, and succession planning amongst direct reports
- Lead the end-to-end AI transformation portfolio, including identifying, prioritising, and sequencing high-value AI use cases aligned to organisational strategy.
- Maintain AI governance and operating practices (including intake, assessment, approval, monitoring, and decommissioning) in line with organisational standards and relevant Department of Health guidance.
- Ensure responsible and safe use of AI, including privacy, security, data handling, clinical safety considerations
- Partner with clinical, corporate, and digital teams to redesign workflows and embed AI-enabled ways of working, including change management, communications, training, and adoption planning.
- Oversee evaluation and implementation of AI tools and vendors, including requirements definition, due diligence, piloting, and scaling, with clear success criteria and risk controls.
- Define and track AI benefits realisation and performance measures (e.g., patient/staff experience, quality, productivity, time-to-value), and report progress to senior stakeholders and governance forums.
- Build organisational capability for AI and data literacy through targeted uplift programs (e.g., AI literacy, digital champions) and practical guidance on approved tool use.
- Have a cyber-security focus and cyber security technical and functional acumen. Consider cyber security in all aspects of work, documentation and decision-making. Keep up to date with advances in threat actor intelligence, cyber security controls and solutions that will mitigate cyber security risks and apply this to your role and work

4. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

5. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

6. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. ATTACHMENTS

- Attachment 1 Key Selection Criteria

10. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

- Excellent technical skillset, minimally with proven expertise in Python and SQL
- Proven ability to build predictive models that are adopted by the organisation
- Up to date knowledge of statistical and machine learning techniques
- Expertise in leveraging both structured and unstructured data sources
- Outstanding problem solving skills including the ability to work with ambiguity
- Proven ability to communicate complex results to technical and non-technical audiences utilising data visualisation and story telling skills
- Excellent knowledge of how data can be used to support decision making
- Appropriate tertiary qualifications in Computer Science, Statistics, Mathematics, Data Science or a related quantitative field
- Experience with implementing data or AI transformation projects
- Demonstrated experience managing multi-disciplinary data teams (engineering and analytics)
- Proven ability to implement and maintain data governance frameworks
- Strong understanding of project governance methodologies
- Experience with public health datasets, including privacy and compliance requirements
- Excellent stakeholder engagement and communication skills
- Bachelor or Tertiary qualifications in Data Science, Data Engineering, Computer Science, or related fields

Desirable

- Experience in large, complex organisations
- Ability to mentor and develop team capability