

JOB TITLE HIM Advisor

DATE 22 January 2024

PLACE OF WORK This role may be fulfilled from any location in Australia or at the HIMAA Office, 51 Wicks Road, North Ryde, Sydney NSW

REPORTS TO Chief Executive Officer

JOB DESCRIPTION	
Purpose of role	Provide health information management advice and expertise to advance HIMAA's strategic initiatives, with a predominant focus on HIMAA's products, services, and voice for Health Information Managers.
Main duties and responsibilities	<p>KEY RESPONSIBILITIES</p> <p>Strategic Management</p> <ul style="list-style-type: none"> • In alignment with HIMAA's vision, mission, and strategic objectives, identify, seek endorsement for, develop and implement strategic initiatives of relevance to Health Information Managers. • Analyse industry changes and trends, identify internal and external threats and opportunities, and provide informed advice and recommendations on emerging issues and risks relating to Health Information Managers. <p>Organisational Management</p> <ul style="list-style-type: none"> • Provide Health Information Manager subject matter expertise into HIMAA operations. • Develop business proposals relating to HIMAA products and services. • In collaboration with HIMAA Committees and members, progress the maturity of Health Information Manager professional identity, competencies, practice standards, education pathways, accreditation, credentialing, life-long learning, and community, in response to sector needs. This may include progressing initiatives and projects on behalf of HIMAA Committees as supported by the CEO. • Coordinate the identification of priority, relevant webinars, and other professional development content for Health Information Managers. • Increase the relevance of HIMAA products and services for Health Information Managers. • Manage and undertake projects as directed by the CEO. • Coordinate and/or provide HIM consultancy services of strategic relevance on behalf of HIMAA as directed by the CEO.

	<p>Advocacy and Stakeholder Management</p> <ul style="list-style-type: none"> Identify, leverage, and convert opportunities to improve HIMAA's presence, position, relevance, and voice within industry related to the health information management profession. Monitor and manage HIMAA's stakeholder and partner relations relating to the health information management profession. Monitor social media and other communication channels to identify opportunities for HIMAA to represent the health information management profession. Represent HIMAA at national and international forums as directed by the CEO. Ensure high levels of Health Information Manager member engagement and satisfaction with HIMAA.
Other duties	<ul style="list-style-type: none"> Adherence to all HIMAA policies and procedures
SELECTION CRITERIA	
Qualifications	<ul style="list-style-type: none"> Tertiary qualifications in health information management mandatory Certified Health Information Manager (CHIM) preferred
Experience	<ul style="list-style-type: none"> Minimum 10 years' experience working as a Health Information Manager in multiple contexts History of volunteering and contributing to HIMAA preferred Experience delivering project outcomes of strategic significance within budget and timeframes
Skills & Competencies	<p>Influence</p> <ul style="list-style-type: none"> Ability to influence, motivate, and engage with all levels of stakeholders to achieve mutually beneficial outcomes. <p>Organisation/Time Management</p> <ul style="list-style-type: none"> Ability to balance and prioritise competing strategic and operational interests. Excellent time management and organisational skills Ability to set and achieve work goals independently. <p>Commerciality</p> <ul style="list-style-type: none"> Ability to write effective business cases and proposals and undertake accurate cost benefit analysis, options analysis, and identification of recommendations. <p>Analytical</p> <ul style="list-style-type: none"> Analytical and problem-solving skills to support sound decision making. <p>Communication</p> <ul style="list-style-type: none"> Well-developed and effective written and oral communication skills and computer literacy. Highly skilled and confident public speaker and presenter.
Personal Attributes	<ul style="list-style-type: none"> Interpersonal skills such as relationship building, networking, influencing, negotiation, conflict resolution and coaching High levels of professionalism, judgement, sensitivity, and self-awareness Adaptable, flexible, and positive approach to change Team player who contributes to a positive and engaging team environment

Other	<ul style="list-style-type: none">• Ability to travel interstate and overseas for limited periods may be required• Ability to attend occasional meetings outside normal business hours may be required
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This job description serves to illustrate the scope and responsibilities of the role and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by the CEO and as necessitated by the development of this role and the development of the business.