

The Stroke Foundation is a national not-for-profit organisation that works with stroke survivors, carers, health professionals, government, and the public to reduce the impact of stroke on the Australian community. Our mission is to Prevent Stroke, Save Lives, Enhance Recovery.

## **Purpose of the program**

Reporting to the Stroke Quality Improvement Manager, the Data and Quality Coordinator leads the National Stroke Audit and provides specialised data support to the Stroke Services Team and other relevant areas of the Stroke Foundation as required.

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Reporting to the Stroke Quality Improvement Manager, the Data Coordinator leads the National Stroke Audit and provides specialised data support to the Stroke Services Team and other relevant areas of the Stroke Foundation as required. The position sits within the StrokeLink team whose core activity is facilitating improved quality of stroke care, and also supports information related to the 'InformMe' online portal, the Stroke Foundation's dedicated website for health professionals.

## **Key Responsibilities**

- › Assist with the review and updating of the dataset/data dictionary for the Australian Stroke Data Tool (AuSDaT) Master Data List as needed
- › Coordinate the audit program configuration within the AuSDaT
- › Coordinate the communication and recruitment of stroke services to the National Stroke Audit, liaising with StrokeLink staff as needed
- › Monitor and support sites to input quality data and respond to any audit enquiries during the data collection period
- › Draft the national and state audit reports as well as site-specific reports
- › Assist with the interpretation of the data and prioritisation of sites for targeted quality improvement activities
- › Coordinate the response to any requests for data (internal and external)
- › Assist with writing or reviewing content related to health professional information, specifically related to data and quality

## **Your background, skills, and experience**

- › Relevant tertiary qualifications in research, project management or significant equivalent experience
- › Strong demonstrated ability in project management including ability to develop, implement and evaluate projects that require a high level of accuracy and attention to detail
- › High attention to detail and accuracy in data management, working with and developing excel spreadsheets, data analysis and report writing
- › Strong understanding of Data collection and analysis principles
- › Understanding of the Australian health system
- › Knowledge of Stroke, stroke care and stroke recovery (desirable)
- › Established skills in word processing, presentations, database, Microsoft Office Suite, and Windows packages

### **What's on offer?**

A flexible, innovative, and dynamic organisation with engaged knowledgeable staff and volunteers with the added benefits of competitive remuneration and salary packaging.

This is a fantastic opportunity to work with one of Australia's leading not-for profit organisations that has a positive influence on the lives of thousands of Australians each year. If you are passionate about making an impact, and want to be part of an organisation that is making a real difference in people's lives, please forward your resume with a covering letter to [recruitment@strokefoundation.org.au](mailto:recruitment@strokefoundation.org.au)

The Stroke Foundation embraces cultural diversity and strongly encourages suitably qualified people from all cultural backgrounds to apply.

Stroke Foundation is a bi-partisan organisation that delivers advocacy activities in line with the Australian Charities and Not-for-profits Commission (ACNC) guidelines. <https://www.acnc.gov.au/>