



# Workforce Data Policy

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## 1. Purpose

The purpose of the Workforce Data Policy (the Policy) is to ensure the integrity of the workforce data across the WA health system. This ensures statutory requirements are met and enables stakeholders to accurately profile, map, plan and manage the composition of the workforce.

This Policy is a mandatory requirement under the *Information Management Policy Framework* pursuant to section 26(2)(k) of the *Health Services Act 2016*.

This Policy supersedes:

- OP 1435/01 Notice of New Human Resource Document: Department of Health Classification and Establishment Policy and Guidelines
- OD 0567/14 Workforce Information System – Workforce Analysis and Comparison
- OD 0568/14 Business Rules to Maintain Data Integrity of HR Information Systems
- MP 0042/16 Standardised Position Titles Policy.

## 2. Applicability

This Policy is applicable to all Health Service Providers excluding the Quadriplegic Centre.

## 3. Policy requirements

### 3.1. Reporting workforce data to external agencies

#### 3.1.1. Human Resource Minimum Obligatory Requirements reporting to the Public Sector Commission

Health Service Providers are required to:

- provide data that is accurate and complies with [Human Resource Minimum Obligatory Information Requirements \(HRMOIR\) definitions](#) and [Public Sector Commissioner requirements](#) to Health Support Services for entry into the Human Resource Information Systems (HRIS).
- rectify any identified HRMOIR data anomalies as requested by Health Support Services or the Department of Health.

Health Support Services is also required to:

- extract, convert, translate and submit HRMOIR data, on behalf of all Health Service Providers and the Department of Health, in accordance with Public Sector Commissioner requirements.

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- liaise with Health Service Providers and/or the Department of Health to rectify any identified HRMOIR data anomalies.

## **3.2. Maintaining workforce data integrity of Human Resource Information Systems (HRIS)**

### **3.2.1. Maintaining establishment data**

Health Service Providers are required to:

- ensure the Authorised Full Time Equivalent (FTE) value is fully funded for each individual position (i.e. the available labour budget for each position must be sufficient to fund the equivalent monetary value of the Authorised FTE)
- ensure Account Code, Award, Classification Level and Position Title is consistent with the profession for the position
- ensure positions that are vacant, not funded and unable to be filled are recorded as suspended
- ensure Awards and Account Codes assigned to occupants are the same as that of the position, and that position requirements are reflected at occupant level
- ensure classification levels for occupants are consistent with the award and level for that position
- undertake quality assurance checks and sign-off by the relevant Health Service Provider authorisation for approval of requests to create, amend, suspend, abolish or reclassify positions
- ensure that establishment maintenance requests to Health Support Services – including the creation, reclassification or filling of a position – have funding approval
- ensure that creation and amendment requests for Admin Unit (Org Unit) and C Levels adhere to existing organisation hierarchical arrangements and maintain appropriate reporting structures, Payroll Certification Statement authorisation and rostering requirements
- ensure human resource information supplied to Health Support Services, including reports to location, management tier (if applicable) and cost centre, is accurate, timely and reliable
- review suspended positions that have been vacant for 12 months or more as supplied by Health Support Services and inform them which positions should be abolished
- rectify any identified human resource information anomalies as requested by Health Support Services or the Department of Health.

Health Support Services is also required to:

- create and maintain establishment positions in HRIS
- verify establishment request approvals
- create and maintain organisational C Level structures that reflect the hierarchical arrangement and reporting relationships of the Health Service Providers (including the eight parent levels)
- liaise with Health Service Providers and/or the Department of Health to rectify any identified HRIS establishment data anomalies
- perform the following procedures at the end of each financial year:
  - suspend positions in HRIS that have been vacant for 12 months or more

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- suspend fixed-term positions in HRIS that are vacant with an expired end date
  - provide Health Service Providers a list of positions that have been suspended.

### **3.2.2. Standardised position titles**

Health Service Providers are required to:

- use standardised position titles approved by the Standardised Position Titles Review Panel.

#### **3.2.2.1. Minimum standardised position title requirements**

Health Service Providers are required to:

- reflect the function and main purpose of the role in a clear and recognisable way
- ensure position titles contain two or three of the following components:
  - hierarchy/rank order
  - specified calling/role/specific occupational group
  - function/area of clinical focus (as needed)
- ensure position titles relate to the service an occupant is delivering and not on skills, qualification or location
- reflect dual roles in the job title where appropriate
- omit special characters, such as # / = ? & “ ( ) ‘ %
- exclude the location of the position
- ensure position titles for professors with honorary titles are not assigned to clinical academic positions
- ensure trainees and graduates who rotate within or to another entity are allocated to a new position, unless the funding for their salary is tied to a specific position, where appropriate
- ensure the job description form reflects the full standardised position title from the appropriate position titles list, where a standardised position title applies.

Position titles prescribed in Industrial Agreements are exempt from the minimum standardised position title requirements in this policy.

#### **3.2.2.2. Process for making a change to a standardised position title list**

Health Service Providers are required to:

- use the “Adding, Altering or Deleting a Health Position Title – Request Form” (request form) to submit a request to make a change to a standardised position title list
- identify the need, consult and reach consensus, where possible, with all Health Service Providers, prior to making a formal request to change the content of a standardised position title list
- consult chief officers, human resources and other stakeholders as appropriate
- identify and elect an authorised delegate to endorse and submit the completed request forms to the Convenor of the Standardised Position Titles Review Panel at [wfamd@health.wa.gov.au](mailto:wfamd@health.wa.gov.au).

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### **3.2.2.3. Standardised Position Titles Review Panel**

Health Service Providers are required to:

- provide subject matter expert representation on the Standardised Position Titles Review Panel when requested by the Department of Health.

### **3.2.2.4. Disputes**

Health Service Providers are required to:

- submit disputes in writing within 10 working days to the Convenor of the Standardised Position Titles Review Panel.

## **4. Compliance monitoring**

Health Service Providers are required to comply with this Policy. In addition to audits conducted by the Public Sector Commission, workforce data is also subject to Department of Health audits.

## **5. Related documents**

The following documents are mandatory pursuant to this Policy:

- [Adding, Altering or Deleting a Health Position Title – Request Form](#)

## **6. Supporting documents**

The following information is not mandatory but informs and/or supports the implementation of this Policy:

- [Workforce Data Policy Information Compendium](#)

## 7. Definitions

The following definition(s) are relevant to this Policy.

Term	Meaning
Authorised FTE	An authorised FTE is the full time equivalent value for a position that is fully funded and has been approved by the appropriate authority to be filled.
C Level	A C Level is a unique 25 character code for each organisational unit in the Human Resource Information Systems.
Convenor	The Department of Health administrator of the Standardised Position Titles Review Panel.
Data management	The requirements that govern the acquisition, validation, storage, protection, and processing of data.
Establishment data	Position and occupancy data contained in the Human Resource Information Systems.
Job	A job is a paid position requiring attributes and skills to fulfil specific tasks or duties.
Position title	A descriptor that accurately reflects the function and main purpose of a job established in an entity.
Standardised Position Title Review Panel	Standardised Position Title Panel is the authorising authority to add, delete or amend health position titles.
Vacancy	A vacant post, office or position within the public sector. A vacancy can result from the creation of a new post, office or position or by the temporary or permanent movement of another employee.
Workforce data	Human resource and payroll data contained within the WA health system corporate data systems, including Human Resource Information Systems (e.g. Lattice and Alesco), Human Resource Data Warehouse, and labour costing.

## 8. Policy contact

Enquiries relating to this Policy may be directed to:

Title: Assistant Director General  
Division: Purchasing and System Performance  
Email: [RoyalSt.PSPInfoManagement@health.wa.gov.au](mailto:RoyalSt.PSPInfoManagement@health.wa.gov.au)

## 9. Document control

Version	Published date	Effective from	Review date	Amendment(s)
MP 0091/18	26 September 2018	26 Sept 2018	4 September 2019	Original version
MP 0091/18 v.1.1	8 March 2019	8 March 2019	September 2022	Minor amendment to hyperlinks within Related and Supporting Information documents
MP 0091/18 v.1.2	29 May 2019	29 May 2019	September 2022	Minor amendment to fix broken hyperlinks
MP 0091/18 v.1.3	17 September 2019	17 Sept 2019	September 2022	Minor grammatical corrections. Aboriginal standardised position information added to Request Form (Related Document) and Information Compendium (Supporting Information)
MP 0091/18 v.1.4	13 January 2020	13 January 2020	September 2022	Minor amendment to the <i>Workforce Data Policy</i> Page to correctly list the <i>Adding, Altering or Deleting a Health Position Title – Request Form</i> under Related documents.
MP 0091/18 v.1.5	30 June 2020	30 June 2020	September 2022	Minor amendment to fix a broken hyperlink to the <i>Workforce Data Policy Information Compendium</i> under Supporting Information documents.

## 10. Approval

This mandatory policy has been approved and issued by the Director General of the Department of Health.

<b>Approval by</b>	Dr David Russell-Weisz, Director General, Department of Health
<b>Approval date</b>	4 September 2018



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