






Users of the Health Data Portal can have different roles and responsibilities in terms of what functions and activities they can perform.

The table below lists the different roles users can have in the Data Portal.

Role	Description
End User Roles (Data Asset Submission Workflow)	
Submission Uploader	<p>The <i>Submission Uploader</i> is the creator/updater of a data asset in the Data Portal. They create the draft data asset containing information relevant to their requirements, including the uploaded document, report or file.</p> <p>The <i>Submission Uploader</i> can send the data asset they have created to a colleague either for review (<i>Submission Reviewer</i>) or approval (<i>Submission Approver</i>).</p> <p>The <i>Submission Uploader</i> may be required to amend a data asset as it progresses through the data asset submission workflow.</p> <p> This is listed in the Data Portal as <i>Uploader of data assets for submission</i>.</p>
Submission Reviewer	<p>The <i>Submission Reviewer</i> role is assigned to any user within an organisation who has a need to review data assets submitted by other users within the organisation.</p> <p>In smaller organisations, the <i>Submission Uploader</i> and the <i>Submission Reviewer</i> may be the same person, while in larger organisations they will generally be different.</p> <p>The <i>Submission Reviewer</i> is responsible for reviewing and verifying the contents of the data asset that has been sent to them by the <i>Submission Uploader</i>.</p> <p>The <i>Submission Reviewer</i> can request revisions to the data asset if needed, in which case the submission is returned to the <i>Submission Uploader</i> for revision. If, however, the <i>Submission Reviewer</i> is happy with the data asset, they can send it on to the <i>Submission Approver</i> for approval.</p> <p> This is listed in the Data Portal as <i>Reviewer of data assets for submission</i>.</p>
Submission Approver	<p>The <i>Submission Approver</i> approves the data asset submission for their organisation.</p> <p>If applicable, approval of the data asset by the <i>Submission Approver</i> will send the data asset to an external <i>Data Receiver</i> for viewing and/or processing.</p> <p>If needed, the <i>Submission Approver</i> can request amendments to the data asset, in which case the data asset is returned to the <i>Submission Uploader</i> within the organisation for amendment.</p> <p> This is listed in the Data Portal as <i>Approver of data assets for submission</i>.</p>
Submission Viewer	<p>The <i>Submission Viewer</i> can view the details of processed data assets for their organisation, but they do not have the ability to make any changes</p>



Role	Description
	<p>to a data asset or its attached data file.</p> <ul style="list-style-type: none"> ⚠ This role can only be assigned by Health, Disability and Ageing <i>Folder Administrators</i> if requested by an organisation's <i>User Administrator</i>. ⚠ This is listed in the Data Portal as <i>Viewer of processed data assets</i>.
Data Receiver	<p>The <i>Data Receiver</i> role is assigned to users external to the organisation submitting the data asset. The <i>Data Receiver</i> receives the data asset once it has been approved by an organisation's <i>Submission Approver</i> and can then download and use the document attached to the data asset as required.</p> <p>Depending on what the Data Portal is being used for, some data receivers will ensure the data asset is ready for processing and then, if no further work is required on the data asset, the <i>Data Receiver</i> will process it as finalised.</p> <p>If further amendments are required, the <i>Data Receiver</i> can send the data asset back to the <i>Submission Uploader</i> for revision.</p> <ul style="list-style-type: none"> ⚠ This role can only be assigned by Health, Disability and Ageing <i>Folder Administrators</i> upon request. ⚠ This is listed in the Data Portal as <i>Receiver of data assets for submission</i>.
End User Roles (Data Asset Publishing Workflow)	
Publication Producer	<p>The <i>Publication Producer</i> is the creator of the data asset (including the attached file/document to be published) to be viewed and downloaded by other users in the Data Portal, with the appropriate file permissions.</p> <ul style="list-style-type: none"> ⚠ This is listed in the Data Portal as <i>Producer of data assets for publication</i>.
Publication Reviewer	<p>The <i>Publication Reviewer</i> is responsible for reviewing and verifying the contents of the data asset (including the attached file/document to be published) once it is sent to them by the <i>Publication Producer</i>.</p> <ul style="list-style-type: none"> ⚠ This is listed in the Data Portal as <i>Reviewer of data assets for publication</i>.
Publication Publisher	<p>The <i>Publication Publisher</i> is responsible for the final review and approval of the data asset (including the attached file/document to be published). When the publisher approves the data asset, depending on the Published Period, it will either move to the status of <i>Approved for Future Publication</i>, or if the Published Period coincides with the approval date, it will immediately move to the status of <i>Published</i>. When published, the data asset (including the attached file/document to be published) can be viewed and downloaded by Data Portal users in Health, Disability and Ageing or an authorised organisation, with the appropriate file permissions.</p> <ul style="list-style-type: none"> ⚠ This is listed in the Data Portal as <i>Publisher of data assets for</i>



Role	Description
	<i>publication.</i>
Administration Roles	
User Administrator	<p>The <i>User Administrator</i> role will be assigned to an individual(s) within each organisation.</p> <p>The <i>User Administrator</i> is responsible for the management of user profiles within their organisation. The <i>User Administrator</i> can add and remove roles to and from users within their organisation as required.</p> <p>The initial <i>User Administrator</i> role for each organisation will be assigned by the Health, Disability and Ageing <i>System Administrator</i>. The <i>User Administrator</i> can then assign other <i>User Administrators</i> within their organisation as required.</p>
Organisation Administrator	<p>The <i>Organisation Administrator</i> role allows the user to create records for new organisations in the Data Portal. These records can be created as parent or child organisations with connections to each other if required.</p> <p><i>Organisation Administrators</i> can also update the details for existing organisations within the Data Portal.</p> <p>The <i>Organisation Administrator</i> role will generally be assigned to a user within Health, Disability and Ageing.</p>
Folder Administrator	<p>The <i>Folder Administrator</i> will be responsible for creating folders and files in the Data Portal that <i>User Administrators</i> can then add to profiles for users within their organisations as required.</p> <p>This role will be assigned to members of the IT division within Health, Disability and Ageing.</p>
Interactive Report Viewer	The <i>Interactive Report Viewer</i> role will be assigned to users with a need to report on data assets submitted through the Data Portal.
Published Report Viewer	The <i>Published Report Viewer</i> role will be assigned to users with a need to access reports that have been published by the Department of Health, Disability and Ageing on the Data Portal.
Interactive Report Developer	<p>The <i>Interactive Report Developer</i> role will allow the user to upload data to the <i>Qlik Health Service nKPI Report</i> and create reports within Qlik.</p> <p>The <i>Interactive Report Developer</i> role will be assigned to a user or users within Health, Disability and Ageing.</p>
Reporting Round Administrator	<p>The <i>Reporting Round Administrator</i> will be able to create and update reporting rounds in the Data Portal.</p> <p>The <i>Reporting Round Administrator</i> will be assigned to a user or users within Health, Disability and Ageing.</p>
Data Purge User	<p>The <i>Data Purge User</i> role will allow particular users to remove data files from the Data Portal once they the data assets these files are contained within have been processed as complete. This allows for the safe removal of potentially sensitive information from the Data Portal.</p> <p>⚠ Only internal <i>User Administrators</i> with the <i>Data Purge User</i> role can assign this role to other users.</p>
Submission Question	The <i>Submission Question Administrator</i> role will allow the user to create



Australian Government

**Department of Health,
Disability and Ageing**

Health Data Portal User Roles

Role	Description
Administrator	submission questions that need to be answered by an organisation submitting a data asset through the Health Data Portal. The <i>Submission Question Administrator</i> role will be assigned to a user or users within Health, Disability and Ageing.