

Release & Deployment Manager

- **Reporting To:** EoHR Program Manager
- **Direct Reports:** Nil
- **Business Unit:** EoHR
- **Enterprise Agreement:** Health & Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest) EA
- **Classification:** Grade 5
- **Review Date:** 29/09/2026

Position Purpose:

The Release & Deployment Manager provides technical leadership, coordination and assurance across the EoHR Program. OHV is undertaking a major program of clinical systems transformation, centralising electronic oral health record (EoHR) capability across the partner agency network to deliver a contemporary and secure clinical information environment statewide. The role is responsible for planning and coordinating system releases, agency migrations, integrations and production deployments, ensuring technical activities are delivered safely, effectively and in accordance with agreed governance processes. Working closely with internal and external stakeholders, the role coordinates deployment planning, release and change activities, and technical readiness across migration, testing, configuration and integration workstreams. The role assesses deployment readiness, validates technical outcomes and evidence, and supports informed Go/No-Go decisions to ensure safe and successful agency activations and system releases.

Our Organisation:

Oral Health Victoria (OHV) is the leading public oral health agency in Victoria. We aim to improve the oral health of all Victorians through the provision of clinical dental services, leading of prevention and population health programs, contributing to policy and research, and partnering with communities and organisations across Victoria.

Our Values:

We are Accountable | We are Respectful | We are Collaborators | We are Innovators

Role Accountabilities:

Role Specific

- Lead technical planning and coordination for system releases, upgrades and agency activations.
- Develop, maintain and execute deployment run sheets, cutover plans and rollback procedures in partnership with the EoHR program team, ICT, Statewide Systems, vendors, OHV stakeholders and partner agencies.
- Coordinate environment readiness activities, ensuring technical prerequisites, access requirements, infrastructure changes and deployment dependencies are addressed.
- Prepare and coordinate technical change documentation, implementation plans and deployment schedules in line with ICT change management processes.
- Participate in Change Advisory Board (CAB) and change governance activities, providing technical readiness assessments and recommendations to support Go/No-Go decision making
- Manage deployment dependencies, risks and technical readiness activities.
- Coordinate cutover execution, post-deployment verification and transition to support.
- Coordinate migration, testing and technical readiness activities across releases and agency activations.
- Lead data profiling, validation and reconciliation activities using SQL and other analytical tools to support migration readiness and deployment assurance.
- Hold vendors accountable for the provision of technical deliverables, evidence and remediation activities required to support deployment readiness.
- Coordinate technical defect triage and assess impacts on deployment readiness.
- Validate configuration, integration and migration outcomes prior to production deployment.
- Provide technical readiness advice, recommendations and status reporting to program governance.
- Manage technical risks, issues and dependencies affecting release and activation outcomes.
- Support post-deployment verification and production readiness activities.
- Maintain deployment procedures, validation scripts, technical checklists and supporting documentation.
- Develop repeatable deployment and activation processes for future rollouts.
- Capture lessons learned and support knowledge transfer across the program.

- Undertake other reasonable duties as requested, ensuring effective and timely completion

Generic:

- Model behaviours that demonstrate the Victorian Public Sector and OHV values in all aspects of work
- Undertake continuous professional learning and development to ensure current competence including any prescribed training in safety and quality
- Participate in myDevelopment ensuring goals are signed off and reviewed.
- Demonstrate and promote a proactive commitment to health & safety, well-being and the work environment by actively participating in the ongoing identification and prevention of risks.
- Maintain client privacy and confidentiality in accordance with organisational procedures and policies.
- Maintain a commitment to child safety, equity and inclusion, and cultural safety
- Adhere to the OHV Child Safety Framework and Code of Conduct and all other child safe policies and procedures.

Role Requirements:**Knowledge: Mandatory**

- Tertiary qualification in Information Technology, Computer Science, Health Informatics, Data Management or a related discipline, or an equivalent combination of qualifications and experience.
- Strong understanding of software release management, deployment methodologies, change management and production cutover practices.
- Demonstrated knowledge of data migration methodologies, data validation techniques and reconciliation processes.
- Strong working knowledge of SQL and relational databases.
- Understanding of software testing methodologies, defect management and technical readiness practices.
- Knowledge of system integrations, interface management and deployment dependencies.
- Understanding of ICT change management processes and governance requirements, including Change Advisory Board (CAB) processes.
- Advanced Microsoft 365 skills, including Excel and reporting tools.
- Valid National Police Check.
- Working with Children Check (where required).

Vaccination requirements in line with Department of Health guidelines.

Desirable

- Knowledge of clinical information systems, electronic health records or healthcare technology environments.
- Understanding of health information privacy, security and data management requirements.
- Knowledge of integration technologies, APIs, HL7 messaging or healthcare interoperability standards.
- Experience with scripting or automation tools such as PowerShell or Python.
- Knowledge of Victorian public sector or healthcare governance frameworks.

Experience**Mandatory**

- Demonstrated experience planning and coordinating technical releases, deployments, upgrades and production cutovers within complex technology environments.
- Experience developing and managing deployment run sheets, implementation plans, cutover plans and rollback procedures.
- Demonstrated experience coordinating or validating data migration activities, including profiling, reconciliation and quality assurance.
- Strong SQL experience, including writing queries for data analysis, validation and migration verification.
- Experience assessing technical readiness across testing, configuration, integration and migration workstreams.
- Experience managing technical risks, issues and dependencies impacting release and deployment activities.
- Experience coordinating activities across ICT teams, vendors, business stakeholders and external partners.
- Experience supporting change management and production deployment governance processes, including CAB submissions and approvals.
- Strong analytical, problem-solving and stakeholder management skills.
- Demonstrated ability to communicate technical concepts and risks to both technical and non-technical audiences.

Desirable

- Experience implementing clinical systems, electronic medical records or patient management systems.
- Experience working in healthcare, government or other highly regulated environments.

- Experience delivering multi-site or phased technology deployments.
- Experience supporting system integration testing and interface validation.
- Experience using automation or scripting to support deployment, testing or migration activities.

Behavioural Competencies:

- Building Trust
- Collaboration
- Continuous Improvement
- Decision Making
- Planning and Organising
- Quality Orientation
- Gaining Commitment
- Customer Focus
- Accountability
- Problem Solving