



**SECTION 1 - POSITION IDENTIFICATION**

<b>Title:</b>	<b>Senior Program Officer</b>
<b>Classification:</b>	<b>Level 6</b>
<b>Award:</b>	<b>Public Service and Government Officers General Agreement</b>

**SECTION 2 – REPORTING RELATIONSHIPS**

UNIT	UNIT MANAGER	CLASSIFICATION
<b>Directorate: Environmental Health</b>	<b>Director</b>	<b>SES Class 1</b>
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<b>Unit: Science and Policy</b>	<b>Manager</b>	<b>Level 8</b>
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<b>Section:</b>	<b>THIS POSITION</b>	<b>PSA Level 6</b>
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**Positions under direct supervision and control:**

<u>Position No:</u>	<u>Title</u>	<u>Classification</u>
Nil		

**SECTION 3 - KEY RESPONSIBILITIES**

This position is responsible for the effective development, negotiation, management and evaluation of Health Service Agreements and Grants and/or policies for the delivery of Aboriginal Environmental Health programs by non-Government Organisations in metropolitan, regional and remote regions of Western Australia. Further to this on behalf of the Director Environmental Health the incumbent manages and oversees the budget and cost centre for the WA Aboriginal Environmental Health Program. The position holder is also responsible for the development of local cultural partnerships to advise services and facilitate reviews of services, or service components, to identify where they may compromise the legitimate cultural rights, views, values and expectations of Aboriginal people and develop practices to ensure cultural respect is maintained at all times.

## SECTION 4 - STATEMENT OF DUTIES

<b>TITLE</b> Senior Program Officer	<b>CLASSIFICATION</b> Level 6	<b>POSITION NO.</b> 00001501
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### BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE

Duty No	Duties	Freq.	%
<b>1.0</b>	<b>FINANCIAL AND PROGRAM MANAGEMENT</b>		100
1.1	Develops and manages the procurement of program specific Environmental Health service contracts and monitor, health service provider performance against agreed outputs and outcomes.		
1.2	Liases and negotiates with Aboriginal Community Controlled Health Services and other non-Government organisations in the development, implementation and evaluation of contracted Environmental Health services and programs.		
1.3	Develops, monitors and reviews Aboriginal health programs in regard to compliance with Government and Departmental Aboriginal health policy and purchasing objectives.		
1.4	Manages and oversees the financial planning, management, monitoring and evaluation of program specific contracts (including processing and renegotiations) entered into by the directorate with government and non-government health service providers to ensure satisfactory delivery of contracted outputs and maintain control over and arrange payments in line with contract specifications.		
1.5	Manages and oversees the budget and cost centre for the WA Aboriginal Environmental Health Program including detailed budget preparation, monitoring, analysis, preparation of financial and budgetary reports, statements, estimates and acquittals, expenditure and the development and maintenance of appropriate financial systems and controls..		
<b>2.0</b>	<b>PROVIDER SUPPORT</b>		
2.1	Develops partnerships with cultural groups and community representatives to advise Environmental Health services on local cultural protocols.		
2.2	Facilitates partnerships with Aboriginal Community Controlled Health Services and the State Health Services to improve service delivery.		
2.3	Promotes self-assessment by health professionals on their own understanding of cultural protocols and cultural respect practices		
<b>3.0</b>	<b>PLANNING</b>		
3.1	Undertakes assessment of Aboriginal Environmental Health needs and contributes to strategic planning and policy development in regard to the development and delivery of Environmental Health programs to Aboriginal people.		
3.2	Contributes to the development of key performance indicators and business performance indicators for the directorate.		
<b>4.0</b>	<b>OTHER</b>		
4.1	Represents the directorate at meetings, working groups and conferences as required.		
4.2	Prepares working papers, briefing notes and draft responses to parliamentary questions, and ministerial and general correspondence.		
4.3	Manages the Directorate's compliance with reporting requirements for non Health Department funded services and outputs, such as the National Job Creation Package under the State and Commonwealth signed National Partnership Agreement on Economic Development		
4.4	Other duties as directed.		

#### Organisation Contacts:

Will the occupant of this position be required to communicate with positions outside the normal reporting lines?

**YES**

If yes, how frequent?

1. Internal to the organisation...D..... 2. External to the organisation...D.....

Frequency: D - Daily, W - Weekly, F - Fortnightly, R - Regularly, O - Occasionally, A - Annually

## SECTION 5 - SELECTION CRITERIA

<b>TITLE</b> Senior Program Officer	<b>CLASSIFICATION</b> Level 6	<b>POSITION NO.</b> 00001501
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### ESSENTIAL

1. Well developed interpersonal, verbal and written communication skills including report writing and negotiating skills
2. Well developed financial management and budget preparation skills.
3. High level skills and abilities to communicate effectively with Aboriginal people and an understanding of issues relating to Aboriginal health.
4. High level understanding of issues that may compromise the legitimate cultural rights, views, values and expectations of Aboriginal people.
5. Considerable experience in the development, implementation and management of contracts for health services.
6. Well developed organisational and project management skills together with sound time management skills.
7. Well developed knowledge and understanding of Aboriginal community controlled health services and the issues in delivering health services in rural and remote parts of Western Australia

### DESIRABLE

1. Possession of or progress towards relevant tertiary qualification
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery

### APPOINTMENT CRITERIA

1. Nil

## SECTION 6 - APPOINTMENT FACTORS

- Successful 100 point Identification check.
- Successful Criminal Record Screening clearance.
- Successful Pre-Employment Integrity check.

<b>Location</b> Shenton Park (with occasional travel to rural and remote areas)	<b>Accommodation</b> Nil
<b>Allowances</b> Nil	<b>Specialised Equipment Operated</b> MS Pro '97

## SECTION 7 - CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE

SIGNATURE

DATE

DATE

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date