



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

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|-----------------------|------------------------------------|------------------------|------------------------------------|
| Central Office | | Position No: | 615252 |
| Division: | Office of the CEO | Title: | Project Coordinator |
| Branch: | Aboriginal Health Improvement Unit | Classification: | HSO G-7 |
| Section: | Aboriginal Workforce | Award/Agreement | Health Salaried Officers Agreement |

Section 2 – POSITION RELATIONSHIPS

| | | |
|-----------------------|--|---|
| Responsible To | Title: Classification: Position No: | Manager Aboriginal Health Improvement Unit Level HSO G11 607929 |
| | | ↑ |
| Responsible To | Title: Classification: Position No: | Program Manager Aboriginal Workforce Level HSO G9 607843 |
| | | ↑ |
| This position | Title: Classification: Position No: | Project Coordinator Level HSO G-7 615252 |
| | | ↑ |

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

| |
|--------------|
| <u>Title</u> |
|--------------|

| Positions under direct supervision: | ← Other positions under control: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|----------------------------------|-------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|----------|--------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <table><tr><th>Position No.</th><th>Title</th></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></table> | Position No. | Title | | | | | | | | | | | | | | | | | | | | | <table><tr><th>Category</th><th>Number</th></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></table> | Category | Number | | | | | | | | | | | | | | | | | | | | |
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Section 3 – KEY RESPONSIBILITIES

Plans, develops, implements and evaluates the pilot Aboriginal Health Practitioner Project by:

- providing planning and implementation of the project outcomes including responsibility for process management
- investigating and analysing policy and governance issues and developing policies, guidelines and frameworks
- Promoting the Aboriginal Health Practitioner project through communication with Health Services and identification of potential candidates currently working in WA Health
- Supporting the identification of new workforce and service reform opportunities for Aboriginal Health Practitioners

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|-------|---------------------|----------------|---------|
| TITLE | Project Coordinator | POSITION NO | 615252 |
| | | CLASSIFICATION | HSO G-7 |



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

To improve, promote and protect the health of country Western Australians.

WHAT WE STAND FOR

Quality health services for all.

Improving the health of Aboriginal people and those most in need.

A fair share for country health.

Supporting our team – workforce excellence and stability.

OUR VALUES

Community – making a difference through teamwork, generosity and country hospitality.

Compassion – listening and caring with empathy and dignity.

Quality – creating a quality health care experience for every consumer.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity with a fair share for all.

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Section 4 – STATEMENT OF DUTIES

| Duty No. | Details | Freq. | % |
|------------|---|----------|-----------|
| 1.0 | PROJECT COORDINATION | D | 60 |
| 1.1 | Provides high-level assistance to the Manager in the coordination and control of key components of major projects. | | |
| 1.2 | Provides research, policy and project support and undertakes literature reviews and special projects as required. | | |
| 1.3 | Develops relevant policy, procedures, guidelines and standards associated with the project. | | |
| 1.4 | Identifies, analyses and problem solves issues affecting implementation of the standards. | | |
| 2.0 | PLANNING | O | 10 |
| 2.1 | Develops project plans and scopes in accordance with agreed objectives and timeframes. | | |
| 3.0 | STAKEHOLDER LIAISON | D | 20 |
| 3.1 | Adopts a customer-focussed and outcome- oriented approach to project management and delivery. | | |
| 3.2 | Ensures appropriate change management education, marketing and communication occurs to project stakeholders. | | |
| 3.3 | Liaises with necessary inter- and intra- industry organisations as required to support information gathering, project research and project issue resolution. | | |
| 3.4 | Coordinates the project reference/control group, ensuring appropriate consultation and liaison occurs to provide appropriate project input. | | |
| 3.5 | Establishes and maintains key stakeholders liaisons that will assist & guide the management of the project. | | |
| 4.0 | MONITORING AND REPORTING | W | 10 |
| 4.1 | Assists in the development, implementation and evaluation of projects at both a regional and state-wide level. | | |
| 4.2 | Monitors the effectiveness of the project and keeps records/statistics in accordance with established procedures. | | |
| 4.3 | Ensures the project operates within allocated budget and timeframes. | | |
| 4.4 | Provides project reports and updates as required, including drafting briefing notes and Ministerial responses as related to the project. | | |
| 4.5 | Maintains documentation and project records, including information management systems to support project objectives. | | |
| 5.0 | CORPORATE RESPONSIBILITIES | D | |
| 5.1 | Works within corporate policies and procedures and demonstrates expected behaviours aligned with the Department Code of Conduct. | | |
| 5.2 | Performs other duties as directed. | | |
| 5.3 | Maintains current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these affect employment and service delivery. | | |

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated experience in project management and sound knowledge of project management principles and techniques.
2. Well developed problem solving skills, conceptual and analytical abilities and research and evaluation skills.
3. Well developed organisational and time management skills.
4. Well developed interpersonal and verbal and skills including demonstrated ability to undertake stakeholder consultation and facilitation.
5. Well developed written communication including report writing and documentation experience.
6. Demonstrated knowledge and understanding of key issues and trends in Aboriginal health and workforce.
7. Considerable experience in Microsoft Office software including Word, Excel and PowerPoint and other database management or project management packages.

DESIRABLE

1. Tertiary qualifications in a relevant discipline.
2. An understanding of the WA health system, issues including workforce.
3. Considerable experience in Project Management

Section 6 – APPOINTMENT FACTORS

| | | | |
|---|---|----------------------|---|
| Location | Perth some intrastate travel will be required | Accommodation | As determined by the WA Country Health Service Policy |
| Allowances/ Appointment Conditions | Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance | | |
| Specialised equipment operated | | | |

Section 7 – CERTIFICATION

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

Signature and Date: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive Officer

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 Signed |
|------|-----------|----------------|-------------|
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