



SECTION 1 - POSITION IDENTIFICATION

Title:	Senior Policy Officer
Classification:	Level 7
Award:	Public Service and Government Officers General Agreement

SECTION 2 – REPORTING RELATIONSHIPS

UNIT	UNIT MANAGER	CLASSIFICATION
Division: Performance Activity and Quality	Executive Director	SMP Level 16-24
↑		
Group: Quality Improvement and Change Management Unit	Manager	PSO Level 8
↑		
Directorate:		
↑		
Branch:		
↑		
Section:	THIS POSITION	PSO Level 7
↑		
Unit:		

Positions under direct supervision and control:

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

SECTION 3 - KEY RESPONSIBILITIES

Under overall direction of the Manager, Quality Improvement and Change Management Unit, oversees the development, monitoring and analysis of strategic clinical governance and quality improvement programs within the WA health system. Undertakes strategic policy and planning initiatives within the Quality Improvement and Change Management Unit. Reviews and monitors the development of planning strategies and processes to ensure the achievement of Governmental, Departmental and Directorate objectives.

SECTION 4 - STATEMENT OF DUTIES

TITLE Senior Policy Officer	CLASSIFICATION Level 7	POSITION NO. 00008344
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BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE

Duty No	Duties	Freq.	%
1.	Provides advice on planning and policy matters pertaining to national and state health programs and services.	D	100
2.	Develops and implements Departmental strategic plans, national and state policy into program strategies with regard for availability of resources, value for money and service delivery issues.		
3.	Maintains expert awareness of relevant trends and issues in health service delivery.		
4.	Contributes to the development and implementation of state and national policies and programs through processes that are related to the remit of the Quality Improvement and Change Management Unit.	R	
5.	Analyses, evaluates and reports on progress and outcomes of implemented programs.		
6.	Actively involves service providers and other key stakeholders in planning, developing and implementing initiatives.		
7.	Undertakes needs analyses, engaging in community and stakeholder consultation and such clinical advice on service developments for the target groups where required.		
8.	Analyses and advises on health and operational policy, and evaluates and reports on its impact on target groups represented by a number of portfolios.		
9.	Prepares briefings, reports, ministerial correspondence, analytical and planning documents specific to portfolios, and more general aged and continuing care areas as required.		
10.	Chairs or participates in meetings and planning/consultative forums.		
11.	Other duties as required.	O	

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

TITLE Senior Policy Officer	CLASSIFICATION Level 7	POSITION NO. 00008344
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ESSENTIAL

1. Excellent knowledge of health care trends, planning and policy issues.
2. Substantial experience in development, implementation and evaluation of policy.
3. Substantial experience in project management.
4. High level interpersonal, verbal and written communication skills.
5. Demonstrated ability to work well in a team environment.

DESIRABLE

1. Tertiary qualifications in a relevant discipline.
2. Experience in the delivery of health care services.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

APPOINTMENT CRITERIA

SECTION 6 - APPOINTMENT FACTORS

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

Location East Perth	Accommodation Nil
Allowances Nil	Specialised Equipment Operated Nil

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