



Government of **Western Australia**
 Department of **Health**

SECTION 1 - POSITION IDENTIFICATION	
Title:	Program Manager
Classification:	Level 7
Award:	Public Service and Government Officers General Agreement

SECTION 2 – REPORTING RELATIONSHIPS		
UNIT	UNIT MANAGER	CLASSIFICATION
Directorate: Program Management Office	Director, Program Management Office	PSO Level 9



Branch: Program Management Office	Assistant Director, Analysis and Reporting	PSO Level 8
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Section: PMO Analysis and Reporting	THIS POSITION	PSO Level 7
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Positions under direct supervision and control:

Position No:	Title	Classification
00012657	Business Analyst	Level 6
00012658	Business Analyst	Level 6

SECTION 3 - KEY RESPONSIBILITIES

State BRIEFLY the key responsibilities or prime function of the position. Refer to definitions of terms to ensure the correct meaning of verbs frequently used eg., Controls, Maintains, etc.

- Leads the development of strategies that drive performance improvement in program and project management, including raising the standard of program and project management advice and support, as well as compliance with government policies and practices.
- Undertakes research and policy analysis on issues relevant to effective strategic program and project management across the health portfolio in line with key health and government priorities.
- Coordinates research and analysis activities of the Program Management Office, including identifying and monitoring the program and project management environment for effectiveness within the health portfolio.
- Establishes and manages standardised program and project management systems/tools for project management analysis and reporting.

TITLE Program Manager	CLASSIFICATION Level 7	POSITION NO. 00012666
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SECTION 4 - STATEMENT OF DUTIES

BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE

Duty No	Duties	Freq	%
		D	100%
1	<p>PROJECT MANAGEMENT SERVICES</p> <ul style="list-style-type: none"> Participates in the delivery of program and project management services - methods, learning, knowledge management, governance, reporting, planning and scheduling Measures the adoption and maturity of project management methods, processes and tools across the health portfolio Provides specialist guidance regarding project management best practices and compliance with the health portfolio's project management standards 		
2	<p>PROJECT SYSTEMS AND TOOLS</p> <ul style="list-style-type: none"> Implement improvements to PMO services across methods, tools, knowledge management, governance and reporting to drive end user adoption Contributes to the development and continuous improvement of the health portfolio's project management database Manages the health portfolio's project management database and project key document archive 		
3	<p>ANALYSIS AND REPORTING</p> <ul style="list-style-type: none"> Undertakes comprehensive research and analysis of qualitative and quantitative information on programs and projects at the portfolio level Identifies potential project-level specific review requirements within the health portfolio Prepares briefings and presentations for the Assistant Director, PMO Analysis and Research on current and emerging issues related to findings from project analysis and research Contributes to, and develops submissions and reports relevant to the health portfolio's program and project management activities Researches and prepares communication advices of significant matters arising from project analysis or reviews that may warrant examination by external agencies Facilitates the development of, and maintains the operation of a governance framework for project management data analysis and reporting, including methodologies and practices Practices continuous improvement of approaches to program and project management data analysis and reporting, implements best practice policies and procedures within this context and proposes initiatives which optimise the objectives of the Program Management Office 		
4	<p>OTHER DUTIES</p> <ul style="list-style-type: none"> Undertake other duties and special projects as directed by the Director, Program Management Office, including representing the Office at external events and committees. Management of contracts may be required. 		

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SECTION 5 - SELECTION CRITERIA

ESSENTIAL

1. Considerable demonstrated experience in project management with applied knowledge and understanding of project management methodologies, principals and policies including a requirement to be PRINCE2 certified
2. Excellent interpersonal, presentation and negotiation skills with proven ability to liaise and consult effectively at senior levels across government
3. Excellent written communication skills, with the ability to prepare comprehensive reports
4. Excellent conceptual and analytical skills including extensive experience in undertaking complex data and information analysis
5. Proven ability to plan, prioritise and organise workloads to meet agreed timeframes

DESIRABLE

1. Qualifications in a relevant tertiary field
2. Exposure and knowledge of health related services

SECTION 6 - APPOINTMENT FACTORS

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

Location:	Perth metropolitan area	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