



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: Clinical Services and Research	Assistant Director General	
	↑	
Directorate: Office of Patient Safety and Clinical Quality	Executive Director	
	↑	
Branch: Patient Safety Surveillance Unit	Assistant Director	HSO G11
	↑	
Section:	THIS POSITION	PSO Level 7
	↑	

Positions under direct supervision and control:

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

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.

Oversees the development of policy frameworks to improve accountability for delivery of safe and high quality care, including evaluation of patient safety strategies, systems and standards across the WA health system. Establishes and maintains systems to monitor and review aggregate data from various health data sources, undertakes trend analysis on data and provides appropriate reports to stakeholders towards policy development and evaluation of patient safety strategies, including clinical incident monitoring and clinical risk identification and management.

SECTION 4 - STATEMENT OF DUTIES

TITLE Senior Policy Officer	CLASSIFICATION Level 7	POSITION NO. 00001392
---------------------------------------	----------------------------------	---------------------------------

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

Duty No.	Duties	Freq.	%
1.	Develops implements and evaluates appropriate policies to facilitate the development, implementation and evaluation of patient safety strategies, systems and standards across the WA health system, including clinical incident monitoring and clinical risk identification and management.	D	
2.	Contributes to the development and implementation of strategic quality and safety policies, programs and plans in accordance with State and National quality and safety initiatives.	D	
3.	Develops, monitors and analyses nationally consistent safety and quality policies and programs to enhance the system wide establishment of clinical best practice within the WA health system.	D	
4.	Provides high level advice to the Directorate, Division, the Department of Health and relevant Committees with respect to the monitoring and review of new and existing patient safety policies and strategies across the WA health system.	R	
5.	Coordinates investigations, policy analysis and evaluation of quality and safety related health care issues within the WA health system using appropriate quantitative and qualitative research and evaluation tools	R	
6.	Maintains an expert awareness of relevant trends and issues in relation to patient safety and clinical risk identification and management in other States and overseas.	R	
7.	Administers the Clinical Incident Management System used in hospitals and health systems across WA. Liaises with stakeholders to continually evaluate the incident management system and facilitate corrective actions as required.	R	
8.	Reviews the aggregated data from the Clinical Incident Management System and other related data sets and uses appropriate analytical tools to identify trends and issues and determines contributing factors.	R	
9.	Provides appropriate reports to the Senior Clinical Advisor -, Executive Director the Assistant Director General, the Director General and relevant Committees.	R	
10.	Liaises with other Branches and Directorates and Health Services and Hospitals to assist with the development, review and monitoring of safety and quality programs and policies.	D	
11.	As a senior portfolio holder, contributes to the strategic direction of the Directorate.	D	
12.	Undertakes priority research projects and drafts and prepares correspondence and briefing notes for the Senior ClinicalAdvisor - Directorate, Executive Director, , Assistant Director General, Director General and Minister for Health and Mental Health.	R	
13.	Undertakes other duties as directed.	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. 00001392
---------------------------------------	----------------------------------	---------------------------------

ESSENTIAL

1. Highly developed interpersonal verbal and written communication skills, including report writing skills and the ability to negotiate.
2. High level policy and program development skills.
3. Highly developed analytical, conceptual, research and problem solving skills, including the use of appropriate computer software, analytical tools and report writing.
4. Highly developed knowledge and experience in data base use and management.
5. Highly developed strategic and project management skills.

DESIRABLE

1. Tertiary or post-graduate qualification in relevant health field.
2. Knowledge of safety and quality issues at the National and State health levels.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery

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