



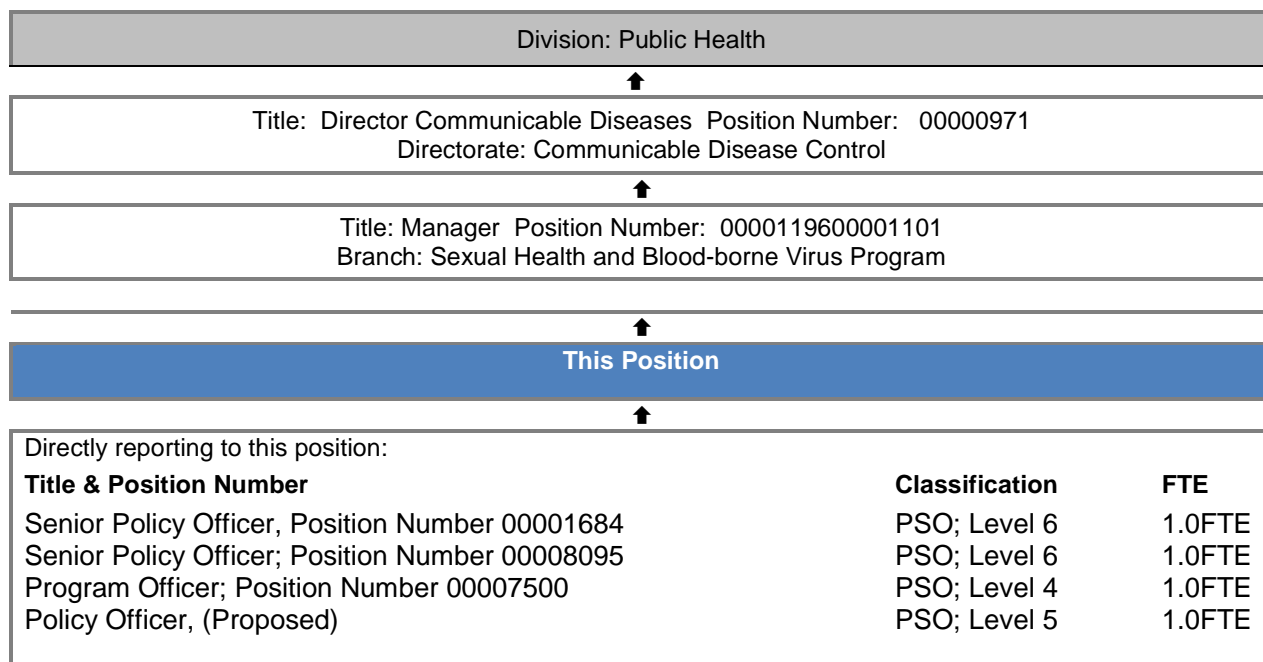
POSITION DESCRIPTION

Position Number	00001101
Position Title	Senior Policy and Planning Officer
Classification	Level 7
Division	Public Health Division
Directorate	Communicable Disease Control Directorate
Branch	Sexual Health and Blood-borne Virus Program
Position Status	Permanent
Award	Public Service and Government Officers General Agreement
Site Location	East Perth

ORGANISATIONAL ENVIRONMENT

Our Vision	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
Our Mission	To lead and steward the WA health system.
Our Values	Respect, Excellence, Integrity, Teamwork, Leadership

REPORTING RELATIONSHIPS



KEY RESPONSIBILITIES

Develops, reviews and monitors existing policy, programs and practices across strategic functional areas of sexually transmitted infections (STIs) prevention and control. Coordinates and is responsible for the establishment and maintenance of operational linkages with regional health services and other organisations which contribute to STI control, particularly in rural and remote Aboriginal communities, with young people, and sex workers. Coordinates the development of health promotion resources, social marketing, education and training programs. Manages the development of school-based educational material and resources. Manages staff.

BRIEF SUMMARY OF DUTIES

This section outlines the results and outcomes required of an individual in this position.

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

Develops strategic policies in relation to STI workforce development, services and programs in-line with national and state policies and strategies which impact on Aboriginal communities, young people, and sex workers.

Develops strategic policy in relation to the school-based sexual health and relationships resources and programs in-line with national and state policies.

Provides advice on the development, monitoring and evaluation of strategic policy related to the state-wide strategic plans for STIs, Aboriginal people, young people and sex workers which takes account of social and cultural needs and sensitivities.

Provides assistance to regional health services and other organisations for the development, implementation and evaluation of STI policies, plans, programs and services particularly targeting priority populations, with an emphasis on Aboriginal communities, youth and the sex industry.

Establishes and maintains operational linkages with government and non-government organisations which contribute to STI control, including Aboriginal community controlled health organisations, youth services and sex workers, and the education sector.

Manages resources including contracts for services purchased from regional health service providers and other government and non-government organisations.

Coordinates the development and delivery of STI social marketing, education and prevention programs and coordinates the maintenance and updating of the Program's STI related websites, publications and printed resources.

Liaises with and directs advertising agencies in the development of STI prevention and control campaigns and program advertising targeting all priority populations.

Carries out needs assessment and the analysis, planning, implementation and evaluation of STI education programs.

Oversees the governance of multiple websites related to STI programs

Attends to Parliamentary Questions and prepares briefing notes, ministerial replies and policy documents relating to STI management.

Manages staff under direct line management.

Represents the program on committees and working groups as required.

Carries out other duties as directed.

WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

Essential Selection Criteria

1. Sound knowledge and understanding of STI epidemiology and public health issues, priorities and methods.
2. Excellent interpersonal, verbal and written communication skills including the ability to communicate sensitively in cross-cultural contexts.
3. Demonstrated leadership and supervisory skills.
4. Demonstrated contract and project management skills, including the ability to plan, prioritise, make decisions, meet deadlines, evaluate and manage resources.
5. Sound knowledge of rural and remote area sexual health services, and issues related specifically to the delivery of sexual health services to Aboriginal and young people.
6. Substantial experience in population level communications and social marketing campaigns.

Desirable Selection Criteria

1. Tertiary Qualifications in a relevant discipline.
2. Experience in developing and conducting professional development programs for health and other professionals.
3. Ability to travel away from home.

Appointment Factors

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

CERTIFICATION

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

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: