



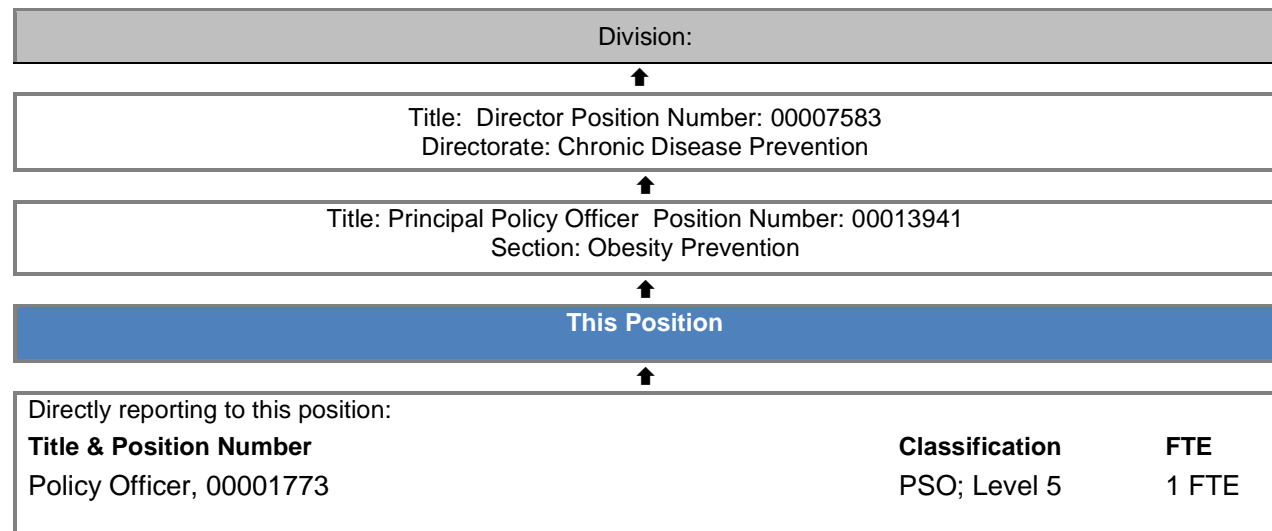
POSITION DESCRIPTION

Position Number	00008451
Position Title	Senior Policy Officer
Classification	Level 6
Division	Public and Aboriginal Health
Directorate	Chronic Disease Prevention
Branch	
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

Provides authoritative advice and contributes to strategic public health policy development in relation to healthy lifestyle promotion and chronic disease prevention, particularly but not limited to obesity prevention. Researches, analyses and provides policy advice on issues relevant to healthy lifestyle promotion and chronic disease prevention. Assists with the development of strategic policy and options for implementation to ensure appropriate resource allocation and implementation through government contracting, interagency agreements and key state and national initiatives. Prepares discussion papers, submissions, reports, briefings and Ministerial correspondence.

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.

Provides authoritative advice and contributes to the development of strategic public health policy consistent with government and health system objectives aimed at improving population health outcomes in WA.

Researches, analyses and provides high level policy advice on complex issues relevant to healthy lifestyle promotion and chronic disease prevention, particularly but not limited to obesity prevention.

Reviews and monitors population health policies, research, programs and practices in relation to healthy lifestyle promotion and chronic disease prevention, and recommends action where appropriate.

Assists with the development of strategic policy, and options for implementation, to ensure appropriate resource allocation and implementation of policy through government contracting, interagency agreements and key state and national initiatives.

Prepares discussion papers, reports, submissions, briefings, Ministerial correspondence and other papers as required relating to healthy lifestyle promotion and chronic disease prevention.

Liaises and works with a wide range of agencies and groups, including other parts of Public and Aboriginal Health Division, the Department of Health, Health Service Providers, Commonwealth agencies, other government departments, non-government agencies and other organisations to ensure a collaborative consultative and consistent approach to the formulation and implementation of healthy lifestyle promotion and chronic disease prevention policy.

Works with the WA Department of Health's Community Services Procurement Directorate to ensure health promotion contracts with non-government agencies are appropriately developed, established and monitored.

Manages staff, project teams and budget as required.

Maintains a high level of awareness of current and emerging population health and prevention issues, trends and approaches. This includes an appreciation of matters of State-wide, National and International significance (where relevant), particularly related to obesity prevention.

Represents the Department of Health, Public and Aboriginal Health Division and the Chronic Disease Prevention Directorate on committees and working parties as required.

Performs other duties as required.

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. Excellent verbal and interpersonal skills.
2. Excellent written communication skills, including ability to write high quality submissions, reports and briefings.
3. Demonstrated skills in research and/or evaluation.
4. Substantial experience in developing and implementing evidence-based population health promotion and/or chronic disease prevention policy or programs.
5. Significant level of knowledge and understanding of population health, health promotion and/or prevention principles and approaches.
6. Demonstrated project management skills.

Desirable Selection Criteria

1. Tertiary qualification/s (postgraduate desirable) relevant to public health, public policy or health promotion.
2. Demonstrated understanding of public health nutrition, physical activity and/or obesity issues.

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: Denise Sullivan
SIGNATURE:	SIGNATURE:
DATE:	DATE: