



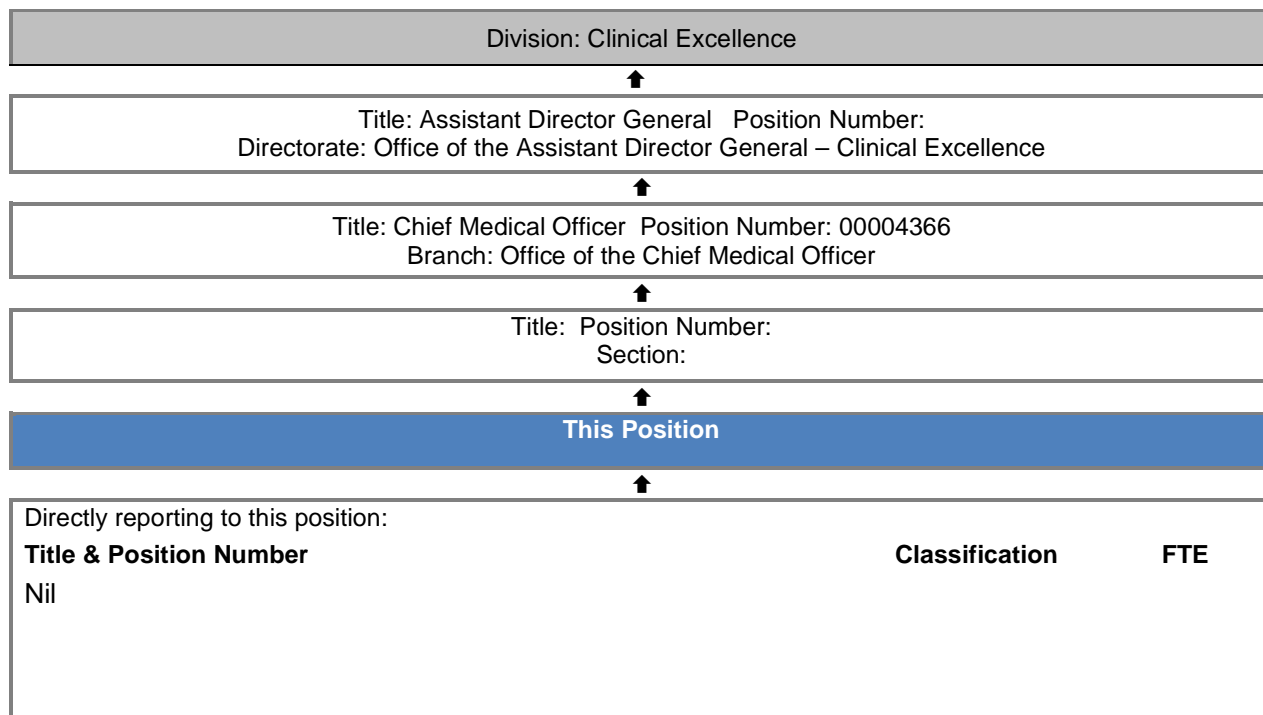
POSITION DESCRIPTION

Position Number	00001694
Position Title	Senior Program Officer
Classification	PSO Level 6
Division	Clinical Excellence
Directorate	Office of the Chief Medical Officer
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 input and project management for initiatives, programs and projects relating to the development and supply of the medical workforce. Undertakes high level research and analysis of quantitative and qualitative medical workforce information, analyses current and future medical workforce demand and supply and identifies key medical workforce trends and issues. Assists in the development of medical workforce plans, business intelligence reports and data modelling. Participates in projects and prepares reports, ministerial correspondence and senior management submissions. Identifies, develops and evaluates medical workforce strategies aimed at enhancing medical workforce capacity and supply.

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.

- Leads and/or participates in project teams at the Branch, and Divisional level.
- Undertakes high level research and analysis of quantitative and qualitative medical workforce planning information.
- Provides high level advice to internal and external stakeholders in relation to medical workforce planning initiatives and develops presentations and briefings as required.
- Identifies key medical workforce trends and issues and provides appropriate recommendations.
- Analyses current, and future, demand and supply of the medical workforce and the impact across the WA health system.
- Prepares working papers, project plans, briefing notes, responses to Parliamentary Questions, Ministerials and general correspondence.
- Develops, implements and coordinates the ongoing evaluation of medical workforce programs, projects, policies and provides advice concerning, and implementing, proposed changes to medical workforce initiatives.
- Provides research and analysis concerning medical workforce planning and policy issues to identify, develop and evaluate national and state based workforce policies relating to the delivery of Branch and Divisional objectives, policies and priorities.
- Develops appropriate partnerships and networks with key internal and external stakeholders.
- Liaises with other government departments and agencies on specific projects. Liaises with external groups and organisations on specific projects.
- Provides support to and/or represents the Branch and the Department at State and National level on committees and working parties as required.
- Benchmarks national trends and issues concerning the medical workforce.
- 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. Substantial experience in the analysis of large and complex information systems using software applications for data analysis, data linkage, reporting and visualisation (e.g. Access, R, SAS, SPSS, Tableau, Spotfire).
2. Excellent analytical, conceptual, evaluation and research skills, with the ability to synthesise, analyse, interpret and report on contemporary workforce and training issues and trends.
3. Excellent communication skills (verbal, written and interpersonal), including both negotiation and report writing skills, and the ability to establish and maintain effective stakeholder relationships.
4. Demonstrated experience in project management skills with the ability to lead and manage multiple projects to meet challenging deadlines and achieve successful outcomes.
5. Demonstrated ability to develop and evaluate strategic workforce programs, projects and policies.

Desirable Selection Criteria

1. Tertiary qualifications in a relevant discipline.
2. Knowledge of contemporary medical workforce and training issues, and trends regarding workforce planning and development.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

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: