



Job Description Form

HSS REGISTERED

Senior Program Officer

Health Salaried Officers Agreement:G-6

Position Number: 00005885

WA Cervical Cancer Prevention Program (WACCPP)

Women's Health, Genetics and Mental Health (WHGMH)

Reporting Relationships

Service Co-Director WHGMH
 Award Level: HSO G-11
 Position Number: 0008756



Manager WACCPP
 Award Level: HSO G-9
 Position Number: 00005876



This Position



← Also reporting to this supervisor:

- Coordinator Health Promotion
HSO G-7 00005877
- Senior Programmer/Analyst HSO
G-7 00006278
- Education and Training Officer
HSO G-6 00013945
- Administrative Assistant HSO G-3
00005879

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

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Prime Function / Key Responsibilities

Assists the Manager WACCPP in state-wide implementation of strategic priorities and key Program functions. Contributes to research and analysis in support of strategic planning and reporting with a focus on vulnerable populations within WA, and provides Program leadership in the development and delivery of continuous safety and quality improvement activities.

Brief Summary of Duties (in order of importance)

1. Program support

- 1.1 Assists the Manager WACCPP in state-wide implementation of strategic priorities and key Program functions, which includes on a day-to-day basis providing effective and efficient support in the delivery of the administrative and business requirements.
- 1.2 Provides support in the development, review and evaluation of policy and operational documents, grant agreements, service agreements and memoranda of understanding associated with special projects and other initiatives relevant to cervical cancer prevention, screening and follow-up.
- 1.3 Works in collaboration with the Manager WACCPP and other senior staff to develop strategic and business plans, and to support their implementation and evaluation.
- 1.4 Prepares and reviews written materials for a variety of audiences (e.g. comprehensive reports, web content, ministerial and briefing notes) in support of the Program and its business requirements.
- 1.5 Supports the planning, implementation and evaluation of initiatives that promote cervical screening participation, particularly in vulnerable populations in WA.
- 1.6 Promotes, develops and maintains effective stakeholder partnerships to ensure highly effective intersectional support for the development of WACCPP initiatives.

2. Data analysis and reporting

- 2.1 Contributes to research, analysis and interpretation, identifies significant issues and trends in regard to the WACCPP and utilises data to determine program development and implementation.
- 2.2 Compiles and analyses statistical data to facilitate project and Program performance monitoring, planning, development and evaluation, including continuous quality improvement for the WACCPP.
- 2.3 Responsible for the timely provision of performance monitoring data that contributes to the policy requirements of the National Cervical Screening Program.
- 2.4 In conjunction with the Manager WACCPP, controls and manages the provision of WA cervical screening data to external departments/agencies.
- 2.5 Works collaboratively with senior staff and key stakeholders to identify:
 - Program and research priorities, and scope that maximises use of WA cervical screening data in support of cervical cancer alleviation and prevention; and
 - Strategies to address data collection gaps.
- 2.6 Provides WA cervical screening data for approved research and, where appropriate, ongoing contribution to the research team to support appropriate application of the data.

3. NMHS Governance, Safety and Quality Requirements

- 3.1 Supports high-level service delivery for the WACCPP, providing leadership in the identification, development and delivery of continuous safety and quality improvement activities.

- 3.2 Upholds corporate governance, through guiding the WACCPP services and practices to align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.3 Promotes awareness of and ensures compliance with:
 - clinical and/or corporate governance requirements; and
 - legislative and other regulatory requirements relating to equity and diversity, disability services and occupational safety and health.
- 3.4 Participates in the maintenance of a safe work environment.
- 3.5 Participates in an annual performance development review.
- 3.6 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.7 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.8 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated experience in data analysis, interpretation, and reporting in support of projects and research activities.
2. Excellent written and verbal communication skills to a variety of audiences, including interpersonal, negotiation and public speaking skills.
3. Demonstrated experience in leading, planning and managing projects and their evaluation.
4. Knowledge and understanding of continuous quality improvement principles with experience in the practical application of these principles in support of meeting stakeholder needs.
5. Demonstrated ability to work with minimal supervision and in a multi-disciplinary team environment.

Desirable Selection Criteria

1. Tertiary qualifications in a relevant discipline.
2. Knowledge and understanding of cervical screening and cervical cancer prevention, particularly in relation to vulnerable populations.
3. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

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

Manager/Supervisor

Name:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: