



**HSS Registered**

**Director**  
**Health Salaried Officers Agreement: HSO Level G10**  
**Position Number: 00014216**  
**Health Service Management**  
**Perth Children’s Hospital / QEII Nedlands**

**Reporting Relationships**

Chief Executive  
00005113



Executive Director, Health Service Management  
00013958  
HSE Band D



**This Position**



Reporting to this position:

Title	Classification	FTE
Coordinator, Office of the ED	HSO Level G7	1.0
Administrative Assistant	TBD	4.5
Executive Assistant	HSO Level G4	1.0
Administrative Officer	TBD	4.0

Also reporting to this supervisor:

- Medical Co-Director x 3
- Nursing Co-Director x 3
- Service Co-Director x 2
- Director, Allied Health

**Key Responsibilities**

Initiates, leads and evaluates strategic projects for the Executive Director Health Service Management pertaining to the maintenance of safe clinical care to patients within specified resourcing. Monitors the performance of, assists and supports divisional co-directors to deliver on performance indicators and deliverables. In conjunction with the Executive Director of Health Service Management to lead decision making on service delivery and staffing profiles. Management of administrative staff in the office of the HSM and division.

## Brief Summary of Duties

### 1. Leadership and Accountability

- As a member of the Health Service Management team leads decision making on issues and matters for the Health Service.
- Monitors, evaluates and provides high level advice on trends and issues in the internal and external environments that are impacting and affecting the delivery of health services across CAHS to the Executive Director, Health Service Management.
- Leads and promotes innovation and organisational cultural change.
- Contributes to strategic, operational and business planning and policy development for the Health Service Management directorate.
- Assist Co-Directors with analysis and management of key issues within the health service.
- Acts as a key delegate of the Executive Director Health Service Management in appropriate circumstances according the authorisation and delegation scheduling
- Manages the support team for the Executive Director Health Service Management

### 2. Project Management

- Initiates, leads, manages, prioritises and evaluates projects as required.
- Oversight and coordinates assigned project work packages and initiatives assigned to others to ensure objectives.
- Provides regular progress reports on assigned portfolios.
- Provides the strategic direction planning, leadership and focus for management of the directorate.
- Develops, implements and reviews the key strategies and objectives of the Health Service Management in line with strategic and operational plans for the CAHS organisation.
- Develops, establishes and maintains governance frameworks, systems and processes for monitoring and reviewing health service performance.
- Oversight directorate reports, trends and analysis for presentation to the Executive and Board.

### 3. Communication, Consultation and Engagement

- Liaises, consults and negotiates with relevant internal and external stakeholders including the Department of Health, other agencies, Federal and State authorities, Education providers, other interest groups on matters affecting child health, school health and child development services on behalf of the Executive Director.

### 4. CAHS Governance, Safety and Quality Requirements

- Ensures as far as practicable, the provision of a safe working environment in consultation with employees under their supervision.
- Participates in the CAHS performance development review process and undertakes ongoing performance development review with employees under their supervision.
- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, CAHS and Departmental / Program specific policies and procedures.
- Abides by and upholds the WA Health Code of Conduct, CAHS Vision, Mission and Values, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- Undertakes other duties as required.

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrated capacity to lead and coordinate strategic activity across a complex system.
2. Demonstrated high level of communication skills.
3. Demonstrated high level project management skills
4. Demonstrated ability to achieve outcomes and deliver quality products and services consistent with customer needs and expectations.
5. Knowledge and understanding of trends and issues affecting the delivery of health services.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. A relevant tertiary qualification.
2. Experience in policy, planning and/or management in health services.

### Appointment Pre-requisites

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.**

<b>Manager / Supervisor Name</b>	<b>Signature</b>	<b>or</b>	<b>HE Number</b>	<b>Date</b>
<b>Directorate/ Dept. Head</b>	<b>Signature</b>	<b>or</b>	<b>HE Number</b>	<b>Date</b>

**As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

<b>Occupant Name</b>	<b>Signature</b>	<b>or</b>	<b>HE Number</b>	<b>Date</b>
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**HSS Registration Details (to be completed by HSS)**

<b>Created on</b>	July 2018	<b>Last Updated on</b>	13/08/2018
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