



HSS Registered

Risk Support Officer - Corporate

Health Salaried Officers Agreement: Level G6

Position Number: 603209

Clinical Safety and Quality Unit

Royal Perth Bentley Group / East Metropolitan Health Service

Reporting Relationships

Manager Clinical Safety & Quality Unit
Award Level: HSO G10
Position Number: 601624



Risk Manager
Award Level: HSO G8
Position Number: 603205



This Position



Directly reporting to this position:

Title

Classification

FTE

- Nil

Also reporting to this supervisor:

Risk Support Officer – Clinical
G6 1.0 FTE

Key Responsibilities

Supports the development, implementation and maintenance of a hospital wide risk management framework. Coordinates, manages and maintains the RPBG Risk Registers. Supports staff awareness and training in risk management principles and practices.

Brief Summary of Duties (in order of importance)

1. Risk Management Program

- 1.1 Supports the development, implementation and maintenance of a Hospital wide corporate risk management framework.
- 1.2 Coordinates, manages and maintains the RPBG Risk Registers ensuring, where necessary, risk treatment strategies are identified and progressed.
- 1.3 Provides advice to Hospital Executive and relevant stakeholders to assist them in the development and implementation of effective strategies and plans to manage identified risks in their areas.
- 1.4 Identifies service and system wide risks ensuring they are recorded and escalated to the appropriate level of governance.
- 1.5 Monitors, reviews and reports on risk management performance at RPBG to relevant governance committees, the Executive Committee, EMHS Area Executive Group, WA Department of Health and other relevant Stakeholders.
- 1.6 Promotes the organisations' philosophy of continuous service improvement supporting a culture of safety and quality.
- 1.7 Ensures the corporate risk management program is managed in accordance with RPBG governance, Safety & Quality, and EQulP National requirements.

2. Education and Development

- 2.1 Provides guidance and educational support in risk identification and management principles.

3. EMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 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 understanding of strategies to manage risk in a health care setting.
2. Experience in the development and implementation of risk management principles and practices.
3. Effective interpersonal, communication, consultation, negotiation and report writing skills. Proven ability to establish networks and communicate effectively at all levels.
4. Well developed research, conceptual and analytical skills.
5. Experience in the development and facilitation of staff training programs as well as the facilitation of working groups.
6. Good working knowledge and understanding of continuous improvement principles and their practical application.
7. Strong computer literacy skills, with demonstrated database skills.

Desirable Selection Criteria

1. Completion of or progression towards a relevant tertiary qualification.
2. Relevant experience in a large hospital setting or healthcare environment.
3. Current knowledge and commitment to Equal Opportunity in all aspects of 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 or	HE Number	Date
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Dept. / Division Head Name	Signature or	HE Number	Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	June 2018	Last Updated on	August 2018
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