



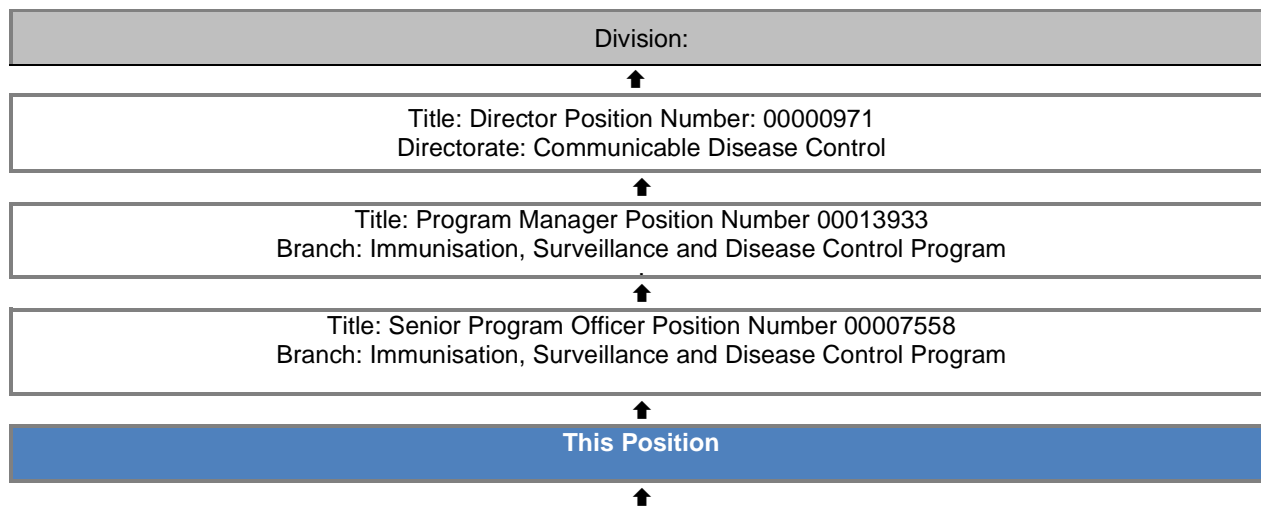
**HSS REGISTERED
POSITION DESCRIPTION**

Position Number	00014379
Position Title	Project Officer
Classification	Level 5
Division	Public and Aboriginal Health
Directorate	Communicable Disease Control
Branch	Immunisation, Surveillance and Disease Control
Position Status	Temporary
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

Responsible for undertaking, coordinating and managing key priority Communicable Disease Control Directorate projects as determined by the Manager, Immunisation Surveillance and Disease Control Program

Responsible for planning, implementation and maintenance of data management systems for collection and analysis of surveillance data from a variety of sources.

Liaises with relevant stakeholders to ensure optimal planning and processes for data collection and reporting.

Responsible for analysis and reporting of data to stakeholders.

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.

PROJECT MANAGEMENT

Undertakes (either individually or as Project Leader) reasonably complex project/s, and/or components of larger more significant projects, to investigate issues and/or develop and implement initiatives for Immunisation, Surveillance and Disease Control.

Undertakes, and/or co-ordinates and supervises, the investigation, collation, analysis and evaluation of reasonably complex issues, policies, practices and/or procedures to identify relevant factors and provide recommendations for further consideration or action.

Monitors progress of project/s, prepares progress briefings and provides options to ensure that performance indicators/milestones are met.

Consults and negotiates with areas having an interest in, or which will be impacted by, the project to ensure stakeholders' requirements are met.

HEALTH MONITORING & SURVEILLANCE

Under the direction of the Senior Program Officer develops and maintains data collection and management systems for vaccine coverage, vaccine distribution, and vaccine wastage data.

Develops systems to integrate data collected from a variety of sources.

Undertakes analysis and reporting of immunisation program data.

Prepares and presents results of analysis for immunisation program data to stakeholders at relevant professional meetings for publications.

Liaises with key stakeholders, including general practitioners, hospitals, laboratories and other agencies.

RESEARCH & OTHER DUTIES

Under the direction of the Senior Program Officer, Vaccines undertakes public health research proposals using innovative methodologies in research and project design.

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. Experience in establishing and maintaining data collection systems.
2. Experience in analysis and reporting of health program data.
3. Highly developed interpersonal and communication skills both written and verbal.
4. Well developed research and evaluation skills
5. Well developed project management, time management and organisational skills

Desirable Selection Criteria

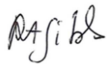
1. Tertiary Qualifications in relevant discipline.
2. A good understanding of relevant data systems maintained by the health sector.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

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: Robyn Gibbs	NAME:
SIGNATURE: 	SIGNATURE:
DATE: 4 July 2018	DATE: