



HSS REGISTERED

Events and Promotions Officer
Health Salaried Officer Agreement; HSO Level G4
Position Number: 00014385
Clinical Services / Research Administration
Perth Children’s Hospital / QEII Nedlands

Reporting Relationships

Director Clinical Research & Research Education
 SMP Year 1-9
 00012829



(Deputy) Director Clinical Research & Research Education
 SMP Year 1-9
 00013513



This Position



Reporting to this position:

No reports

Also reporting to this supervisor:



Key Responsibilities

Provide administrative support and management of the Research Education Program, including hosting seminars and support of access to the program via websites and intranets. Engage with content providers and customer service to all clients in regards to the program.

Brief Summary of Duties

- Provides high level, confidential administrative support to Head of Service and other clinicians and officers within the Child Health Research Department.
- Coordinates the design, development, maintenance and administration of web pages for ResearchEducationProgram.org and PCH Internet webpage for REP.
- Monitors the quality, currency and use of web pages and provides reports as required.
- Responsible editing and preparation for online video streaming.
- Responsible for podcast production including editing and production.
- Liaises with IT Services technical staff at CAHS and Telehealth staff.
- Maintains standards, policies and procedures relevant to area of service delivery.
- Advise departments and stakeholders on the preparation and deployment of content and materials for the PMH/PCH/REP Intranet and external websites.
- Ensure all material published on the PMH/PCH Intranet and external websites conforms with policies and standards and with relevant State and Federal Government Legislation and/or guidelines.
- Liaise with Presenters, Universities and other Hospitals and Health providers.
- Develop promotional material for events and coordinate marketing campaign for events.
- Compile resources and materials for events and ensure open access of material across intranets and external websites for public use and for staff.
- Maintain data bases of event registration.
- Assist with the planning and coordination of seminars and events.
- Updates policy, guidelines, and procedures manual as directed.
- Facilitates payment of accounts by obtaining invoice authorisation and submitting invoices for processing.

CAHS Governance, Safety and Quality Requirements

- Takes reasonable care for own health and safety and that of others and participates in the maintenance of a safe work environment.
- Participates in the Child and Adolescent Health Service (CAHS) performance development review process.
- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes participation in continuous quality improvement activities in accordance 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. Well-developed interpersonal, verbal and written communication skills.
2. Demonstrated initiative and flexibility to undertake duties without direct supervision both independently and effectively as a member of a team, within a multidisciplinary team environment.
3. Demonstrated ability to effectively organise and prioritise activities to meet deadlines and work effectively under pressure.
4. Experience in the use of web development and design tools such as Macromedia Studio, Photoshop and Acrobat.
5. Experience in scripting and web design skills using HTML, Word press, Hand Brake, and VCL.
6. Experience in effective and efficient design and maintenance of online information including knowledge of the maintenance of metadata attached to web pages and related documents.

Desirable Selection Criteria

1. Undergraduate degree in Marketing, Website design, or related field.
2. Experience in event coordination and promotion.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

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.

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

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
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HSS Registration Details (to be completed by HSS)

Created on November 2018	Last Updated on December 2018
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