



SECTION 1 – POSITION IDENTIFICATION

Title:	Revenue Project Officer
Classification	Level 6
Position No:	00014381, 00014382, 00014383
Award:	Public Service and Government Officers CSA General Agreement

SECTION 2 – REPORTING RELATIONSHIPS

UNIT	UNIT MANAGER	CLASSIFICATION
	Director General	
↑		
Division: Purchasing and System Performance	Assistant Director General	
↑		
Office of Chief Finance Officer	Group Director Finance	PSO Class 3
↑		
Directorate: Finance	Director Finance	Class 1
↑		
Branch	Manager, Revenue Strategy and Support	PSO Level 8
↑		
Section:	THIS POSITION	

Positions under direct supervision and control:

<u>Position No</u>	<u>Title</u>	<u>Classification</u>
None		

SECTION 3 - KEY RESPONSIBILITIES

State BRIEFLY the key responsibilities or prime function of the position. Refer to definitions of terms to ensure the correct meaning of verbs frequently used eg. Controls, Maintains, etc.

Provides advice and consultation to internal and external stakeholders, assists with and contribute to revenue reform projects, including the development, implementation and evaluation of strategies, policies and systems supporting revenue initiatives.

SECTION 4 - STATEMENT OF DUTIES

TITLE Revenue Project Officer	CLASSIFICATION Level 6	POSITION NO. 00014381, 00014382, 00014383
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Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE

Duty No	Duties
1	Develops, implements and evaluates strategies, policies and systems to support revenue initiatives.
2	Monitors revenue performance projects that includes the development, implementation and evaluation of performance models and systems, and the establishment of key performance indicators and benchmarks for service providers within the Department of Health to meet accountability requirements.
3	Develops, implements and evaluates revenue reporting projects, and systems for the collection, analysis and reporting of revenue data.
4	Undertakes complex analysis and research into the revenue performance of service providers within WA Health.
5	Liaises with key stakeholders which are impacted by revenue reform projects, providing advice and support on the implementation of revenue reform.
6	As directed by the Manager, Revenue Strategy, participates in and supports committees, working parties and project teams involved with revenue projects, to facilitate reform and provide specialist revenue policy and planning advice.
7	Maintains an awareness of national and international research, identifying trends and developments that may impact on the revenue reform agenda.
8	Prepares papers, reports, briefing notes, ministerial advice and responses to correspondence relating to revenue reform.
9	Shares knowledge and works in partnership with other areas in the Purchasing and System Performance Division, to ensure consistency in advice and services provided.
10	Undertake other duties as directed.

SECTION 5 - SELECTION CRITERIA

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Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

ESSENTIAL

1. Experience in project management including the ability to manage project resources and to plan, prioritise and make decisions to meet deadlines.
2. Well-developed conceptual, analytical and problem solving skills.
3. Well-developed communication (verbal and written), negotiation and interpersonal skills.
4. Considerable practical experience in the use of software applications for data analysis, financial modelling, documents and presentations.
5. Demonstrated ability to work effectively in a team environment.

DESIRABLE

1. Demonstrated knowledge and understanding of the health system within Australia.
2. Tertiary qualifications in a relevant discipline.
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.

SECTION 6 - APPOINTMENT FACTORS

- Successful 100 point Identification check.
- Successful Criminal Record Screening clearance.
- Successful Pre-Employment Integrity check.

Location	East Perth	Accommodation	Nil
		Specialised Equipment Operated	Nil

SECTION 7 – CERTIFICATION

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

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE

SIGNATURE

DATE

DATE

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

Name	Signature	Date Appointed	Date