

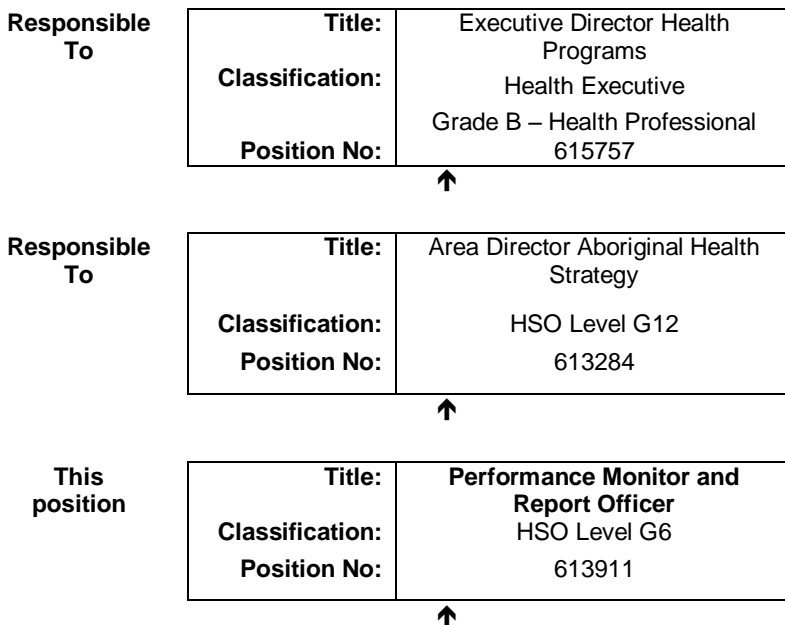


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	613911
Division:	Health Programs	Title:	Performance Monitor and Report Officer
Branch:	Aboriginal Health Strategy	Classification:	HSO Level G6
Section:		Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title Program Manager – Service Planning & Development Program Manager – State-wide Aboriginal Liaison Project Leader Aboriginal Health Patient Journey Coordinator Business Support Officer
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Positions under direct supervision: <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Position No.</th> <th style="width: 50%;">Title</th> </tr> <tr> <td style="height: 40px;"> </td> <td> </td> </tr> </table>	Position No.	Title			Other positions under control: <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 70%;">Category</th> <th style="width: 30%;">Number</th> </tr> <tr> <td style="height: 40px;"> </td> <td> </td> </tr> </table>	Category	Number		
Position No.	Title								
Category	Number								

Section 3 – KEY RESPONSIBILITIES

Provide Analysis and reporting for Aboriginal Health Strategy Team. Assists in the data analysis, preparation and evaluation of Aboriginal Health Programs (previously WA Footprint to Better Health) whilst providing sound advice and reporting on strategic, clinical services and operational plans within Aboriginal Health Strategy.

WA Country Health Service –
 Central Office
14 December 2018
REGISTERED

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State’s major maternity hospital – and 40% of the State’s emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people’s health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving the experience of health care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do
 Safe, high quality services and information at all times
 Care closer to home where safe and viable.
 Evidence based services
 Partnerships and collaboration



OUR VALUES

Community – making a difference through teamwork, cooperation, a ‘can do’ attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1	Assists in the development and maintenance of a comprehensive State-wide organisational performance and reporting system in partnership with other individuals and program areas.		
2	Ensures the provision of high quality performance reports for the Chief Executive, WACHS Executive and WACHS Leadership Team.		
3	Prepares Aboriginal Health Strategy routine and ad hoc organisational performance reports of a high quality for submission to Department of Health (DoH) and external bodies.		
4	Assists in the development of Aboriginal Health Strategy strategic, operational and services plans.		
5	Monitor, review and evaluate Aboriginal Health Programs in regard to compliance with WA and Commonwealth Governments and DoH Aboriginal health policy objectives.		
6	Prepares working papers, briefing notes and draft responses to parliamentary questions, and ministerial and general correspondence.		
7	Liaise and negotiate with Aboriginal Community Controlled Health Services and other service provider organizations in the review, monitoring and evaluation of health programs and services.		
8	Advise health service providers and other relevant community organisations on Aboriginal health issues and cultural security.		
9	Advise and assist health service providers to improve the level and quality of culturally secure services to Aboriginal people.		
10	Monitor and update the Aboriginal Health Strategy status and profile using relevant data sources.		
11	Other duties as required.		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.



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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated knowledge of Aboriginal culture and demonstrated ability to work effectively with Aboriginal people.
2. Demonstrated highly developed interpersonal, oral and written communication skills.
3. Demonstrated problem solving, analytical and conceptual skills.
4. Demonstrated experience in preparing and analysing reports and the use of reporting tools.
5. Possession of a 'C' class drivers licence.

DESIRABLE

1. Knowledge of the Australian health care system and an understanding of the key issues in rural health.
2. Tertiary qualification in a relevant discipline.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location		Accommodation	As per WACHS Accommodation Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Current C Class drivers licence 		
Specialised equipment operated			

Section 7 – CERTIFICATION

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

Signature and Date: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive Officer

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 Signed

