



Government of **Western Australia**  
**North Metropolitan Health Service**

North Metropolitan Health Service  
**Job Description Form**

**HSS REGISTERED**

## Manager Women's Health Strategy and Programs

**Health Salaried Officers Agreement: G-9**

**Position Number: 00007941**

**Women's Health, Genetics and Mental Health Directorate (WHGMH)**

**Women and Newborn Health Service (WNHS)**

### Reporting Relationships

Executive Director WNHS

Position Number: 00005575



Service Co-Director WHGMH

Award Level: HSO Level G-11

Position Number: 00008756



**This Position**



### Also reporting to this supervisor

Manager Women's Health Information	1 FTE
Manager WACCPP	1 FTE
Consultant Clinical Psychologist Director	1 FTE
Manager Sexual Assault Resource Centre	1 FTE
State Coordinator Women's Perinatal & Infant Mental Health	1 FTE
Nursing Co-ordinator MBU	1 FTE
Director of Allied Health	0.5 FTE
Research Project Officer	0.6 FTE
Administrative Assistant	1 FTE

### Directly reporting to this position:

Title	Classification	FTE
Policy and Contracting Officer	<b>HSO G-7</b>	0.8
Education and Training Officer	<b>HSO G-6</b>	1.6
Research Project Officer	<b>HSO G-6</b>	0.8
Coordinator Women's Health – FGM & FDV (CaLD)	<b>HSO G-6</b>	0.8
Senior Health Promotion Officer	<b>HSO G-6</b>	1.0
Aboriginal Senior Health Promotion Officer	<b>HSO G-6</b>	1.0
<b>TOTAL FTE's: 7</b>		

### Other positions under control

Administrative Assistant	1.0 FTE
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### Prime Function / Key Responsibilities

Provides strategic leadership; project management and coordination for WHSP's financial, information, material and human resources in accordance with policies, philosophies, objectives and goals of the WHGMH and WNHS for overall improvement of women's health in Western Australia. Leads the maintenance of service agreements with non-government, community based women's health and regional sexual assault services. Liaises and collaborates with state networks and national stakeholders promoting women's health strategies and services.

### Brief Summary of Duties (in order of importance)

#### Leadership and management

1. Leads the management, facilitation, coordination and implementation of women's health projects and initiatives, including policy development, health promotion; education and training and strategic planning in partnership with other health services and relevant stakeholders.
2. Leads the maintenance of service agreements with non-government, community based women's health and sexual assault services.
3. Maintains high level stakeholder engagement with the non-government, community based women's health services and facilitates the partnership to improve the health of women.
4. Provides leadership, direction and management of the human, financial and material resources for the WHSP in accordance with the policies, philosophies, objectives and goals established through consultation with staff and in accordance with the directions of the WHGMH and WNHS.
5. Maintains responsibility for overall performance of all positions under direct supervision by directing daily operational management and providing professional guidance and mentorship. Builds teams with complementary skills and creates a shared sense of purpose in consultation with the Co-Directors WHGMH by encouraging and motivating people to engage in continuous learning, and empowering them by delegating tasks.
6. Fosters and promotes an outcome focused culture of improving performance and evidence based education and research programs.
7. Develops monitors and evaluates the WHSP operational plan. Accountable for ensuring the identified targets are met. Anticipates priorities and develops long-term plans. Participates in the strategic planning of the health service and translates the strategy into operational goals.
8. Evaluates budgetary outcomes and reports variances to the Co-Directors WHGMH and makes recommendations for corrective action and implements the same. Collaborates with the Co-Directors to ensure the program works to outcomes that are delivered and within budgetary targets.

9. Creates and maintains open and collaborative communication and relationships with relevant stakeholders (internal and external), including non-government services, the Commonwealth and other jurisdictions. Recognises shared agendas and works toward mutually beneficial outcomes to assist with the development, review and monitoring of a range of health services to women, particularly for women who experience adverse health outcomes; women who are socially and economically disadvantaged; and experiencing mental illness and family and domestic violence.
10. Represents the unit/s and organisation on internal and external committees, working groups and forums.
11. Identifies analyses and evaluates trends and activity and maintains an expert awareness of key reform initiatives and innovations in women's health and services. Participates in developing strategies to proactively manage key reforms and support effective change management.
12. Prepares discussion papers, ministerial advice and responses to correspondence and Parliamentary questions.
13. Participates in the recruitment and selection of staff in accordance with Public Sector Standards.
14. Represents WHSP as a spokesperson, presents research and evaluation findings relating to women's health at conferences, seminars and other public engagements.
15. Undertakes duties as directed.

### **NMHS Governance Safety and Quality Requirements**

16. Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision
17. Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
18. 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.
19. Completes mandatory training (including safety and quality training) as relevant to role.
20. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service, WNHS and Departmental / Program specific policies and procedures.
21. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
22. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Tertiary qualification in a relevant discipline in health science, behavioural or social sciences and/or significant relevant experience.
2. Excellent interpersonal, verbal and written communication skills including negotiation skills with the demonstrated ability to develop and maintain community networks.
3. Demonstrated highly developed problem solving, conceptual and analytical skills, and ability to provide strategic leadership and manage change.
4. Demonstrated ability to lead and manage a multi-disciplinary team, including performance management of clinical, research and health promotion staff, and financial and project management.
5. Substantial experience in evaluation of policy, planning, delivery and project management skills with demonstrated outcomes at a senior level.
6. Demonstrated knowledge and understanding of women's health issues and the social determinants of health that impact on health outcomes.
7. Demonstrated experience in procurement and contract management, consistent with State Government policy "Delivering sustainable community services".
8. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.

### Desirable Selection Criteria

1. Knowledge and understanding of national and state legislation, programs and policies impacting on the health sector.
2. Demonstrated knowledge of mental health; family and domestic violence; and women at risk of adverse health outcomes.

### 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/HE:  
Date:

#### Dept./Division Head

Name:  
Signature/HE:  
Date:

#### Position Occupant

Name:  
Signature/HE:  
Date: