



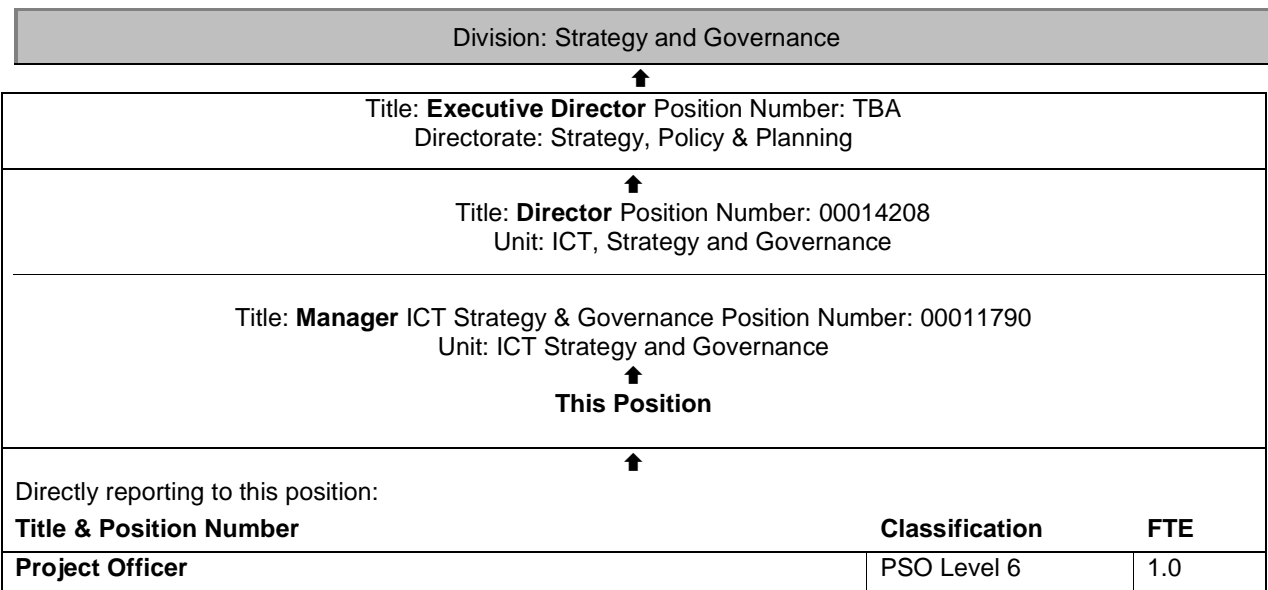
POSITION DESCRIPTION

Position Number	00015240
Position Title	Senior Project Officer
Classification	PSO Level 7
Division	Strategy and Governance
Directorate	Strategy, Policy and Planning
Branch	ICT, Strategy and Governance
Position Status	Permanent
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

The Senior Project Officer is responsible for development and oversight of statewide ICT strategies, plans and projects. The role provides advice and consultation to internal and external stakeholders. In this role you are expected to develop, manage and undertake statewide ICT strategy and governance initiatives, including oversight of the implementation of the WA Health Digital Strategy.

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

1. Formulates project plans for the management and implementation of projects relating to ICT initiatives.
2. Provide support and expert advice to senior executive and other key stakeholders including regular progress reports on assigned portfolio areas and projects.
3. Manage and coordinate assigned project work packages and initiatives to ensure objectives, standards and ICT Strategy and Governance Unit processes and procedures are met.
4. Provide leadership, guidance and direction on strategic ICT projects.
5. Provide professional advice and support on specific projects and participate in the development and implementation of policies and processes where required.

Digital Strategy Initiatives

6. Provide oversight and support for projects within the WA Health Digital Strategy to ensure targets and objectives are met.
7. Manage projects within the WA Health Digital Strategy led by the Strategy, Policy and Planning Directorate.
8. Assist with the annual review of the WA Health Digital Strategy and the implementation plan.

Stakeholder Engagement and Management

9. In consultation with the Director develop frameworks for consultation with and participation of health service providers, consumers, carers, industry groups and the wider community.
10. Develop and maintain effective relationships and networks with key stakeholder groups both within and external to the WA health system as required to support statewide initiatives in ICT.
11. Maintain a client focus by ensuring that customer needs are met in a professional and timely manner.

Other

12. Develop and extend own professional and work-related knowledge.
13. Maintain an awareness and understanding of national and international legislation, research, priorities and initiatives in relation to ICT strategy and governance, and identify trends and developments that may impact on the WA health system.
14. Undertake other duties as directed.

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. Substantial experience and expertise in managing large and complex projects and project management systems.
2. Well-developed critical, conceptual and analytic thinking including the ability to make decisions and develop solutions to complex problems.
3. Excellent interpersonal, verbal and written communication skills including negotiation, facilitation and liaison skills and the ability to gain cooperation amongst stakeholders with potentially competing interests.
4. Demonstrated experience in leading, managing and empowering teams including managing employee behavior.
5. Knowledge of recognised project management principles, techniques and methodologies.

Desirable Selection Criteria

1. Relevant health, management or business administration qualifications.
2. PRINCE2 practitioner certification or relevant project management qualifications and experience.
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.

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:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE:

Created on: November 2019
Last Updated: November 2019
HSS REGISTERED