



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	615003
Division:	Central Office	Title:	Project Officer Contract Management
Branch:	Procurement & Contract Management	Classification:	HSO Level G6
Section:		Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	<table border="1"> <tr><td>Title:</td><td>Director Procurement and Contract Management</td></tr> <tr><td>Classification:</td><td>HSO Level G12</td></tr> <tr><td>Position No:</td><td>615137</td></tr> </table>	Title:	Director Procurement and Contract Management	Classification:	HSO Level G12	Position No:	615137	<p>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</p> <table border="1"> <tr><td>Title</td></tr> <tr><td>Contract Manager</td></tr> <tr><td>Program Manager Patient Transport</td></tr> <tr><td>Program Manager Non Government Contract Management</td></tr> </table>	Title	Contract Manager	Program Manager Patient Transport	Program Manager Non Government Contract Management
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Classification:	HSO Level G12											
Position No:	615137											
Title												
Contract Manager												
Program Manager Patient Transport												
Program Manager Non Government Contract Management												
Responsible To	<table border="1"> <tr><td>Title:</td><td>Procurement Manager – Product Works</td></tr> <tr><td>Classification:</td><td>HSO Level G10</td></tr> <tr><td>Position No:</td><td>615214</td></tr> </table>	Title:	Procurement Manager – Product Works	Classification:	HSO Level G10	Position No:	615214					
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Positions under direct supervision:	← Other positions under control:								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td></td> </tr> </tbody> </table>	Position No.	Title	Nil		<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Category	Number		
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Nil									
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Section 3 – KEY RESPONSIBILITIES

Manages contracts and contract renewal, where WA Country Health Service (WACHS) funds non government organisations to provide Aboriginal health services, including negotiating service specifications and reporting requirements, managing contract compliance and monitoring and reviewing contract performance.



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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 approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

To improve, promote and protect the health of country Western Australians.

WHAT WE STAND FOR

Quality health services for all.

Improving the health of Aboriginal people and those most in need.

A fair share for country health.

Supporting our team – workforce excellence and stability.

OUR VALUES

Community – making a difference through teamwork, generosity and country hospitality.

Compassion – listening and caring with empathy and dignity.

Quality – creating a quality health care experience for every consumer.

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

Justice – valuing diversity with a fair share for all.



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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	WA Health Contracts		80
1.1	Manages contracts where WACHS funds non government organisations for the provision of Aboriginal health services, including: <ul style="list-style-type: none"> - Develops and maintains relationships with funded health service providers including Aboriginal Community Controlled Health Services - Negotiates service specifications, key performance indicators and reporting requirements with service provider - Manages the administration of contracts including compliance with reporting requirements - Arranges payments in line with contract specifications - Monitors and reviews contract performance in collaboration with service provider and key stakeholders. 		
1.2	Ensures WACHS compliance with reporting requirements for Commonwealth funded non government programs, such as CDEP.		
1.3	Manages contract renewal process and contract development.		
1.4	Assists in the procurement of Aboriginal health services provided by the non government sector.		
1.5	Updates contract reporting system in accordance with guidelines.		
2.0	General		20
2.1	Prepares working papers, briefing notes and draft responses to parliamentary questions, and ministerial and general correspondence.		
2.2	Supports the development, implementation and evaluation of associated policies and procedures.		
2.3	Represents the WACHS on committees and other groups/meetings on specific contract management matters and other matters as appropriate.		
2.4	Participates in meetings and planning/consultative forums related to contract management.		
2.5	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 project management skills and experience
2. Demonstrated problem solving, analytical and conceptual skills
3. Well-developed interpersonal, verbal and written communication skills, including consultation and negotiation skills
4. Ability to contribute effectively as a team member
5. Knowledge of the Australian health system and an understanding of the key issues in rural health
6. Possession of a current 'C' class drivers licence

DESIRABLE

1. Experience in working in a cross cultural environment
2. Possession of, or progress towards, tertiary qualifications in a relevant field
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery

Section 6 – APPOINTMENT FACTORS

Location	Perth	Accommodation	
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

