

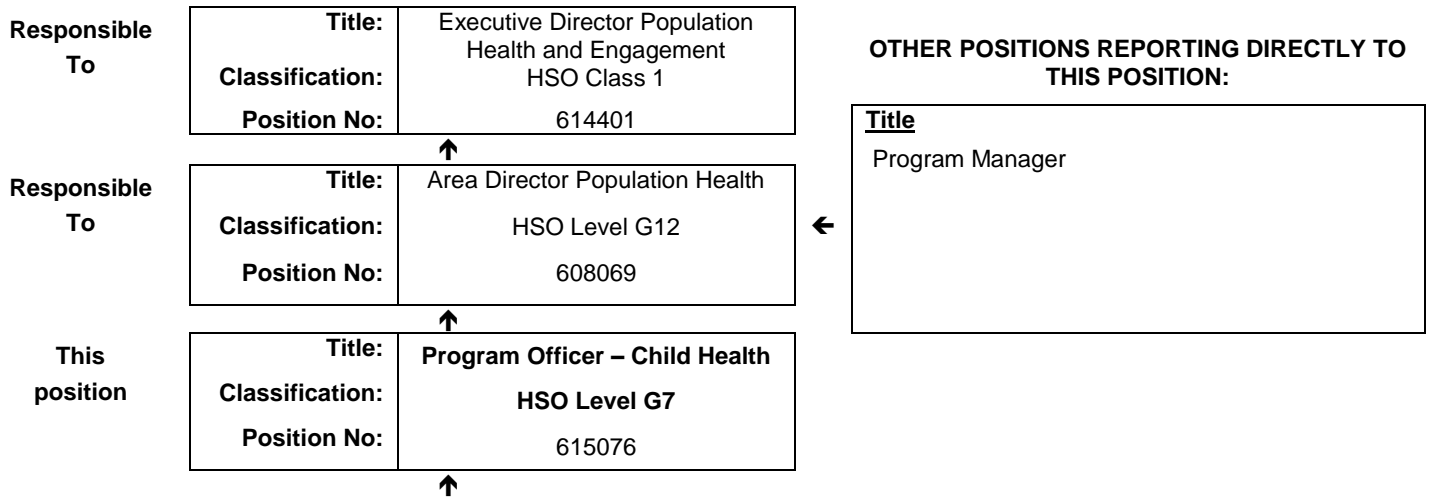


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	615076
Division:	Central Office	Title:	Program Officer - Child Health
Branch:	Strategy & Reform	Classification:	HSO Level G7
Section:	Population Health	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



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> </td> <td> </td> </tr> </tbody> </table>	Position No.	Title			<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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Section 3 – KEY RESPONSIBILITIES

Plans, implements and evaluates key child health service delivery and reform initiatives across WACHS. Supports the delivery of child health and child development services by community organisations within a contract management framework.

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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.

WA Country Health Service – Central Office

**17 June 2016
REGISTERED**

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	PROGRAM AND PROJECT MANAGEMENT	D	60
1.1	Provides high-level assistance to the Area Director Population Health in the coordination and control of key components of WACHS Child Health Program.		
1.2	Provides research, policy and project support and undertakes literature reviews and special projects as required.		
1.3	Develops relevant policy, procedures, guidelines and standards associated with the program.		
1.4	Applies risk management principles while identifying, analysing and problem solving issues affecting the implementation of the child health program and projects.		
1.5	Develops project plans and scopes in accordance with agreed objectives and timeframes.		
2.0	RELATIONSHIP MANAGEMENT	D	20
2.1	Adopts a customer-focussed and outcome- oriented approach to project management and delivery.		
2.2	Supports the engagement of community organisations through contract management processes to deliver child health and child development services under the Delivering Community Services in Partnership Policy		
2.3	Liaises with internal and external stakeholders as required to support information gathering, project research and project issue resolution.		
2.4	Coordinates project reference/control groups, ensuring appropriate consultation and liaison occur to provide appropriate project input.		
2.5	Establishes and maintains key stakeholders liaisons that will assist & guide the management of the project.		
3.0	MONITORING AND REPORTING	W	10
3.1	Assists in the development, implementation and evaluation of program activity at both a regional and area-wide level.		
3.2	Monitors the effectiveness of program activity and keeps records/statistics in accordance with established procedures.		
3.3	Ensures that initiatives operate within allocated budget and timeframes.		
3.4	Provides reports and updates as required, including drafting briefing notes and Ministerial responses as related to the program area.		
3.5	Maintains documentation and program related records, including information management systems to support program objectives.		
4.0	OTHER	D	10
4.1	Performs other duties as directed.		
	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 experience in project management and sound knowledge of project management principles and techniques relevant to the program area.
2. Highly developed problem solving skills, conceptual and analytical abilities and research and evaluation skills.
3. Well developed organisational and time management skills.
4. Well developed interpersonal, verbal and written communication skills including demonstrated ability to undertake stakeholder consultation and facilitation and report writing and documentation experience.
5. Demonstrated ability to work well in and lead in team environment.
6. Considerable experience with Microsoft Office software including Word, Excel and PowerPoint and other database management, statistical software or project management packages.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these affect employment and service delivery.

DESIRABLE

1. Tertiary qualifications in a relevant discipline.
2. Demonstrated understanding of the WA health system and system and service challenges.
3. Project Management and/or Contract Management Experience

Section 6 – APPOINTMENT FACTORS

Location	Perth	Accommodation	As determined by the WA Country Health Service 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 		
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: ____/____/____
Area Director Population Health

Signature and Date: ____/____/____
Chief Operating Officer Strategy and Reform

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

