



North Metropolitan Health Service
Job Description Form

HSS Registered August 2016

Senior Project Officer

Health Salaried Officers Agreement: Level G8

Position Number: 007970

Project Management Office

North Metropolitan Health Service

Reporting Relationships

Manager, NMHS Project Management Office
 Award Level: HSO Level G11
 Position Number: TBA



Project Manager
 Award Level: HSO Level G10
 Position Number: TBA



This Position



← Also reporting to this supervisor:

- Project Officer, HSO Level G6

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

-

Prime Function / Key Responsibilities

On direction of the Manager, NMHS PMO, and Project Manager, and in conjunction with Departmental Managers/Directors, assists in the planning of key strategic projects with a focus on delivery.

Provides assistance in the planning and change management during development, implementation and completion of key projects within NMHS.

Brief Summary of Duties (in order of importance)

1. Project Planning and Management (65%)

- 1.1 Contributes to the formation of the Project Management Office (PMO) and in the development of a NMHS-wide project management governance framework to achieve best-practice project outcomes.
- 1.2 Provides NMHS projects with high-quality project management resources and support services to enable internal stakeholders to deliver effectively on projects.
- 1.3 Assists in the development of a NMHS-wide project management governance framework to achieve best practice project outcomes.
- 1.4 Contributes to and implements strategies that positively impact project efficiencies and facilitates an approach towards project management governance that achieves best practice outcomes.
- 1.5 Develops comprehensive project management documentation and templates including communication plans to ensure the effectiveness of NMHS strategic projects.
- 1.6 Assists in the development of comprehensive reporting and evaluation frameworks and tools to enable reporting on budget and outcomes, delivery against project aims and deliverables, and impacts on time, scope, costs and benefits.
- 1.7 Maintains responsibility for the coordination of the PMO reporting schedule, maintaining the project database and projects risk register.

2. Consultation and Stakeholder Management (20%)

- 2.1 Provides a consultancy that forges collaborative and strong working relationships and ensures that they are maintained in order to effectively liaise and negotiate with internal and external stakeholders, including local and state Government agencies, in order to implement NMHS' objectives.

3. NMHS Governance, Safety and Quality Requirements (10%)

- 3.1 Provides assistance and advice into reports, proposals and presentations including briefing notes, Ministerial responses, etc.
- 3.2 Participates in an annual performance development review.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed (5%)

Work Related Requirements

Essential Selection Criteria

1. Demonstrated project management skills and experience including the ability to manage projects and project teams with minimal direction.
2. Highly-developed communication skills, including report-writing, interpersonal and facilitation skills.
3. High-level analytical and problem-solving skills, including the ability to develop innovative solutions to a range of issues.
4. Demonstrated ability to prioritise work, including the ability to be flexible and adaptable in the achievement of objectives.
5. Demonstrated computer skills, including experience in Microsoft Applications.

Desirable Selection Criteria

1. Knowledge of acute health service issues and trends.
2. Understanding of the functions, roles and responsibilities of a Project/Program Management Office, including training in project management methodology.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

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: TBA
Signature/HE:
Date:

Dept./Division Head

Name:
Signature:
Date:

Position Occupant

Name:
Signature:
Date: