



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	615286
Division:	Central Office	Title:	Principal Consultant Board Support
Branch:	Office of the CEO	Classification:	HSO Level G9
Section:		Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: Chief Executive Officer Classification: Position No: 607831	↑
Responsible To	Title: Director Officer of the Chief Executive Officer Classification: HSO Level G11 Position No: 614935	↑
This position	Title: Principal Consultant Board Support Classification: HSO Level G9 Position No: 615286	↑

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title Manager Assurance and Project Support Manager Strategic Communications Manager Policy Development Manager Office of the CEO Executive Liaison Officer (COO)

Positions under direct supervision:	← Other positions under control:
Position No. Title Level	Category Number

Section 3 – KEY RESPONSIBILITIES

This position provides professional and strategic management support to the WACHS Board Chair, Board members, Chief Executive Officer and Board Committees and is responsible for the effective and professional management of all board business. The position provides high level Secretariat support for the compilation of board and committee agendas, minutes and reports, and manages board logistics including coordination of membership, entitlements and other board requirements.

WA Country Health
 Service – Central Office
2 September 2016
REGISTERED

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	Board Support	CLASSIFICATION	HSO Level G9



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, Indigenous 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

Working together for a healthier country WA

WHAT WE STAND FOR

A fair share for country health – securing a fair share of resources and being accountable for their use.

Service delivery according to need – Improving access based on need and improving health outcomes.

Closing the gap to improve Aboriginal health – Improving the health of Aboriginal people.

Workforce stability and excellence – Building a skilled workforce and a supportive workplace.

OUR VALUES

Community - country hospitality, where there is openness, generosity and cooperation. Building healthy and empowered communities and teams, being inclusive, working together, valuing each other and the difference we can all make. A ‘can-do’ attitude.

Compassion - commitment to caring for others with consideration, appreciation, understanding, empathy, kindness and respect. Listening and being heard.

Quality - always striving to provide the best possible care and service through questioning and review, high standards, innovation, creativity, learning and improving. All of us being part of the solution.

Integrity - building trust based on openness, honesty, accountability and valuing and respecting others opinions and points of view. Demonstrating the values. Respectful communication and relationship building. Being mindful of the legacy we hand on to future staff and communities.

Justice - achieving equity and fairness, showing cultural respect, valuing and embracing diversity and respecting confidentiality. Treating everyone equally. Speaking up when there is injustice. Transparency.



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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.	Board Support	Daily	15%
1.1	Liases with and acts as the point of contact for the Board Chair and members and other individuals regarding issues concerning the coordination and function of the Board and Board Committees.		
1.2	Provides Secretariat support to the Board and Committee meetings, which includes: <ul style="list-style-type: none"> o Receiving, preparing and distribution of agenda papers. o Generate and distribute draft and final minutes of meetings in accordance with the agreed timetable. o Communicate with members on matters relating to the conduct of meetings and in particular in relation to requirements of the Board under the Statutory Board Operations Framework and other relevant legislative requirements. o Facilitate liaison between the CEO, Board and Committee Chairs and WACHS Executive staff. 		
1.3	Prepares discussion papers, reports, Board advice, responses to correspondence and parliamentary questions relating to Board operations and strategic development and reform issues.		
1.4	Coordinates and oversees Board and Committee documentation including the WACHS Board Operations Manual.	Daily	40%
2.	Policy , Planning and Reporting		
2.1	Responsible for investigation and analysing planning and policy issues associated with specific Board operations and strategic development and reform projects.		
2.2	Participates in the development of area wide policies and procedures in the area of board management and support.		
2.3	Participates in the implementation of policies and recommendations associated with specific organisational development and reform projects.		
2.4	Provision of policy and strategic management advice to the Board on significant issues, initiatives and investigations which have organisational implications and implements recommendations.		
3	Project Management	Daily	30%
3	Manages consultants engaged to undertake specific assignments related to Board functions.		
3.1	Effectively plan, manage and coordinate system wide projects on behalf of the Board to support the overall promotion and development of WA Country Health Service.		
3.2	Oversees the development and implementation of systems and processes to monitor and progress projects under the responsibility of Board support, which includes liaising with regional stakeholders.		
4	General		
4.1	Represents WA Country Health Service on WA Health and other relevant committees.		
4.2	Develops and maintains effective networks with senior managers across WA Country Health Service, Department of Health and relevant external agencies.	Daily	15%
4.3	Other duties as required.		
The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in 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. Highly developed problem solving, conceptual and analytical skills.
2. Highly developed interpersonal, verbal and written communication skills.
3. Demonstrated project management skills and experience.
4. Highly developed organisational skills including the ability to prioritise and meet deadlines.
5. Demonstrated ability to work with a high degree of autonomy.
6. Knowledge of corporate governance and experience working with high level public sector boards or committees.

DESIRABLE

1. Progression of or significant progress towards tertiary qualifications in business.

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: ____/____/____
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

<p>WA Country Health Service – Central Office 2 September 2016 REGISTERED</p>
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