



Job Description Form

HSS REGISTERED

Policy and Projects Officer

Health Salaried Officers Agreement: HSO Level G7

Position Number: 00005902

Women's Health Clinical Support Programs / Women's Health Clinical Care Unit
 Women's & Newborn Health Service

Reporting Relationships

Co-Director Women's Clinical Care Unit

Award Level: HSO G11

Position Number: 00008756



Manager Women's Health Clinical Support Programs

Award Level: HSO G9

Position Number: 00007941



Policy & Projects Officer



Also reporting to this supervisor:

- Health Promotion Officers x 1
- Education & Training Officers x 3
- Research and Project Officer
- Administration Assistant

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

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Prime Function / Key Responsibilities: Assists the Manager of Women's Health Clinical Support Programs (WHCSP) in the development of policies; protocols; and strategies to improve women's health and to achieve strategic goals within WA Health. Assists in leading the coordination and planning for improving women's health in partnership with the community based women's health services. This includes making recommendations on purchasing priorities in community based women's health services. Undertakes consultation with key internal and external stakeholders on women's health issues and participates in joint strategic planning forums and processes.

Brief Summary of Duties (in order of importance)

1. Policy and Strategic Planning (50%)

- 1.1 Undertakes consultation with key internal and external stakeholder on women's health issues and participates in joint strategic planning forums and processes.
- 1.2 Develops discussion papers, briefings and/or business cases based on information of women's health.
- 1.3 Undertakes review of current international, national and state research on women's health issues and identify areas for action.
- 1.4 Assists in the coordination of state-wide policy and strategic development in partnership with community based women's health services, area health services and the wider community.

2. Stakeholder Management (40%)

- 2.1 Assists in leading the coordination and planning for improving women's health outcomes in partnership with the community based women's health services.
- 2.2 Makes recommendations on purchasing community based women's health services to achieve better health outcomes.
- 2.3 Assists with the management of non-government service agreements and grants.
- 2.4 Contributes to the resolution of complex service delivery issues and disputes.
- 2.5 Provision of advice, liaison and communication strategies with key stakeholders and service delivery agencies.

3. Other (10% breakdown)

- 3.1 Provides advice to the Manager as required.
- 3.2 Participates in new initiatives as required.
- 3.3 Ensures compliance with relevant public sector legislation, e.g. EEO, Code of Conduct, HR standards.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment
- 4.2 Participates in an annual performance development review.
- 4.3 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.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated high level written and oral communication skills, including negotiation and ability to interact with a wide range of people across sectors.
2. Demonstrated leadership skills, including high level project management.
3. Demonstrated knowledge and experience in analysis, formulation and evaluation of policies and guidelines.
4. Demonstrated knowledge and experience in liaising and negotiating with non-government, community based stakeholders.
5. Knowledge of social and risk factors affecting the health of women in Western Australia.

Desirable Selection Criteria

1. Possession of or progress toward a tertiary qualification in a relevant discipline.
2. Knowledge and/or experience of State Government policies and procedures for management of not-for-profit service agreements and grants.
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:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: