



SECTION 1 - POSITION IDENTIFICATION

Title:	Executive Director
Classification:	Specialist Medical Practitioner
Award:	Medical Practitioners (Director General) Agreement

SECTION 2 – REPORTING RELATIONSHIPS

UNIT	UNIT MANAGER	CLASSIFICATION
	Director General	Grp 4



Division: Clinical Services and Research	Assistant Director General	SMP
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Directorate: Patient Safety and Clinical Quality	THIS POSITION	SMP
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Positions under direct supervision and control:

<u>Position No</u>	<u>Title</u>	<u>Classification</u>
00011561	Director	SES Class 1
00007881	Assistant Director	HSO G11
00001397	Assistant Director	PSO Level 8
00008094	Senior Policy Officer	PSO Level 7
00002528	Medical Advisor	SMP
00011521	Executive Assistant	PSO Level 3

SECTION 3 - KEY RESPONSIBILITIES

Provide strategic leadership and direction to enable the WA Health system to meet key objectives with regard to safety and quality. Coordinate and align national safety and quality policies and initiatives. Manages the operations of Patient Safety and Clinical Quality Directorate and contributes to the strategic direction of Clinical Services and Research Division and the Department of Health

SECTION 4 - STATEMENT OF DUTIES

TITLE Executive Director	CLASSIFICATION SMP	POSITION NO. 00007850
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BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE

Duty No

Duties

1.	Provide strategic leadership and direction to Patient Safety and Clinical Quality (PSCQ) Directorate to meet Clinical Services and Research Division and DOH milestones.
2.	Provide high level strategic, expert and risk management advice on safety and quality issues and responsibilities to the Assistant Director General, Clinical Services and Research and Director General
3.	Support WA Health in delivery of safety and quality care through initiatives aimed at improved accountability, information and clinical risk management.
4.	Planning and ongoing support for the WA Strategic Plan for Safety and Quality in Health Care across the WA Health System. Support the development of the annual safety and quality action plans by the Patient Safety and Clinical Quality Directorate.
5.	Oversee the development of statewide policies and initiatives to support the implementation of the Australian Health Service Safety and Quality Standards and WA Health strategic intent.
6.	Recommend and implement governance structures to provide system assurance to the Department of Health in its system manager role.
7.	Manage the Directorate's relationship with key stakeholders in WA Health including Health Service Chief Executives, user groups such as clinicians and business managers, health consumers, other Government Agencies and industry.
8.	Represent WA Health in relevant state and national committees and forums and advocate and negotiate for WA Health with state and national agencies concerned with improving the safety and quality of patient care in WA hospitals.
9.	Manage the PSCQ budget and resource allocations in compliance with Government policy and objectives. Ensure that the policies and practices of the Office comply with and support all relevant legislative requirements including equal employment opportunity, occupational safety & health, disability access, financial management, and Public Sector ethics, conduct, standards and accountability.
10.	Other duties as required.

SECTION 5 - SELECTION CRITERIA

TITLE Executive Director	CLASSIFICATION SMP	POSITION NO. 00007850
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Eligible for registration by the Medical Board of Australia

Shapes and manages strategy

Emphasis:

Provides advice to WA Health and key stakeholders that reflects analysis of important safety and quality issues and the health reform agenda. Considers emerging trends, identifies long-term opportunities and aligns the Directorate's operations with strategic priorities. Focuses strategically and develops solutions with long-term viability for WA Health. Anticipates and addresses long-term and strategic risks and capitalises on innovative alternatives to resolve complex problems.

Achieves results

Emphasis:

Focuses on activities that support WA Health sustainability. Improves health system effectiveness through the optimum use of human, infrastructure and communication resources. Secures stakeholder commitment to the change agenda, defines high-level objectives and translates them into practical implementation strategies. Delivers intended results and ensures that planned projects result in expected outputs.

Builds productive relationships and Communicates effectively

Emphasis:

Establishes effective working relationships and networks with the WA Health Executives, clinical stakeholders, interjurisdictional counterparts. Encourages stakeholders to work together, and establishes whole-of-health approaches to address issues, facilitating cooperation and partnerships. Anticipates and resolves conflict. Capitalises on the positive benefits that can be gained from diversity, harnesses different viewpoints, and identifies and develops talent. Promotes information exchange by maintaining open communication channels. Approaches negotiations with a strong grasp of the key issues.

Exemplifies personal integrity and self awareness

Emphasis:

Commits to achieving key outcomes for WA Health and uses personal drive, focus and energy to enthuse others. Represents WA Health effectively in public and external forums, and advocates the Directorate's agenda in internal discussions. Provides impartial and forthright advice, and faces the challenges of demanding or controversial issues. Persists and focuses on achieving organisational objectives even in difficult circumstances

SECTION 6 - APPOINTMENT FACTORS

1. Evidence of registration by the Medical Board of Australia must be provided prior to commencement
2. Successful 100 point Identification
3. Successful Criminal Record Screening
4. Successful Pre-employment Integrity Check

Location East Perth	Accommodation Nil
Allowances Nil	Specialised Equipment Operated Nil

SECTION 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE

SIGNATURE

DATE

DATE

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