Government of **Western Australia**
South Metropolitan Health Service

Job description form

HSS Registered

Program Management Officer
Health Salaried Officers Agreement: Level G6
Position Number: 112912
Office of the Chief Executive
South Metropolitan Health Service

Reporting Relationships

Director, Office of the Chief Executive
Award Level: HSO G12
Position Number: 000001

⬆

PMO Manager
Award Level: HSO G10
Position Number: 00115348

⬅

Also reporting to this supervisor:
- Nil

⬆

This Position

⬆

Directly reporting to this position:
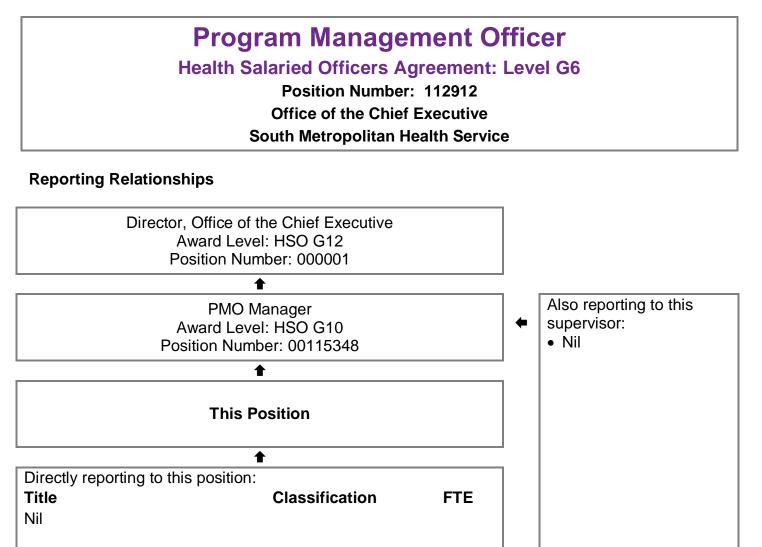| Title	Classification	FTE
Nil		

Key Responsibilities
Undertakes SMHS project planning and management; develops project and program plans; plans and implements project tasks and monitors and reports project plan deliverables.

Program Management Officer | HSO Level G6 | Position Number: 112912

Brief Summary of Duties (in order of importance)

1. Project/Program Planning and Management

1.1 Develops and documents project and program plans as directed by the PMO Manager and Project Manager in consultation with key stakeholders.

1.2 Undertakes activities as identified in the project plan and as delegated; including planning, coordination and implementation of project tasks.

1.3 Monitors that project deliverables are reported on as per the project plan.

1.4 Ensures all meetings and workshops are coordinated and run smoothly including the coordination of venue requirements, agendas, invites, etc.

1.5 Organises work and communication to achieve project timelines. Advises PMO Manager and assigned Project Managers if issues arise that could impact on the quality of solution or timeliness of delivery.

1.6 Establishes and is secretariat for specific project and program teams. Teams are responsible for planning and effecting implementation at sites.

1.7 Facilitates and participates in quality activities related to the project and program and contributes to the process of continuous improvement of services and work practices.

2. Consultation and Stakeholder Support

2.1 Establishes and maintains effective and comprehensive communications with stakeholders as identified in project specific communication plans.

2.2 Liaises with other key stakeholders in regard to project and program management matters.

3. SMHS Governance, Safety and Quality Requirements

3.1 Participates in the maintenance of a safe work environment.

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, South 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.

Program Management Officer | HSO Level G6 | Position Number: 112912

Work Related Requirements

Essential Selection Criteria
1. Demonstrated experience in achieving project outcomes within defined time lines against agreed performance standards.
2. Demonstrated high level verbal communication and interpersonal skills, including a proven ability to effectively liaise and consult with a diverse range of stakeholders.
3. Demonstrated experience and knowledge of resource and time management and the ability to work independently to achieve outcomes within specific timeframes.
4. Demonstrated ability to work as a member of team, including an ability to be adaptable and flexible in a work environment subject to competing priorities and change.

Desirable Selection Criteria
1. 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.				
Siân Martin			HE27491	27/10/16
Manager / Supervisor Name	**Signature**	**or**	**HE Number**	**Date**
Joel Gurr			HE82642	27/10/16
Dept. / Division Head Name	**Signature**	**or**	**HE Number**	**Date**

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.				
Occupant Name	**Signature**	**or**	**HE Number**	**Date**
Effective Date				

HSS Registration Details (to be completed by HSS)		
Created on	**Last Updated on**	31/10/2016 HE38566