



North Metropolitan Health Service  
**Job Description Form**

HSS Registered November 2016

**Senior Project Officer Hospital Liaison**

**Health Salaried Officers Agreement: Level G7**

**Position Number: 006349**

**Public Health & Ambulatory Care**

**Aboriginal Health Division**

**Reporting Relationships**

Director Aboriginal Health  
 Award Level: HSO Level G11  
 Position Number: 007263



Manager, Aboriginal Health  
 Award Level: HSO Level G8  
 Position Number: 006136



**This Position**



← Also reporting to this supervisor:

- Project Officer – Cultural Security
- Aboriginal Health Liaison Officer

Directly reporting to this position:

Title	Classification	FTE
Aboriginal Health Liaison Officer	HSO Level G5	5

Other positions under control

- Nil

**Prime Function / Key Responsibilities:**

Undertakes coordination implementation and evaluation for Hospital Liaison project. Facilitate the ongoing strategic partnerships with key stakeholders and provide expert advice of project initiatives related to service changes and program redesign. Is responsible for the implementation of cultural considerations of the project in consultation with the Manager Aboriginal Health.

**Brief Summary of Duties (in order of importance)**

**1. Role Title**

- 1.1 Assists in the planning, coordination and implementation of activities which support service change and program redesign.
- 1.2 Provides leadership in the development and delivery of strategies, which support continuous improvement in practices and processes in accordance with initiatives identified.
- 1.3 Assists the Program Director to coordinate and control key components of major projects.
- 1.4 Reviews programs and services as requested, to assist in the development of effective change management strategies across the organisation.
- 1.5 Collaborates and consults with relevant stakeholders where appropriate in regard to particular requirements identified in the project including practice and process initiatives.
- 1.6 Assists with the development and review of policies and procedures to facilitate, inform and evaluate service changes and program implementation.
- 1.7 Determines appropriate outcome measures in collaboration with internal and external stakeholders to measure impacts of service change.
- 1.8 Participates in project meetings, teleconferences and presentations as required.
- 1.9 Prepares and maintains detailed projects and sub-project schedules and maintains project status reports.
- 1.10 Monitors the progress and successful achievement of agreed milestones.
- 1.11 Maintains project related computer databases.
- 1.12 Convenes project implementation groups.
- 1.13 Liaises with other departments, agencies (government/non-government) and the private sector to assist with the development, review and monitoring of programs and services.
- 1.14 Prepares public information documents on projects as required.
- 1.15 Drafts replies to Ministerials and other correspondence.
- 1.16 Conducts activities in compliance with the Public Sector Management Act, Public Sector Code of Ethics and Standards in Human Resource Management, the Health Service's Code of Conduct and all Health Service policies and guidelines.

**2. NMHS Governance, Safety and Quality Requirements**

- 2.1 Participates in the maintenance of a safe work environment. Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 2.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 2.3 Participates in the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**3. Undertakes other duties as directed.**

## **Work Related Requirements**

### **Essential Selection Criteria**

1. Aboriginality (under section 50 (d) of the Equal Employment Opportunities Act 1984) is essential for this position.
2. Well developed skills and significant experience in planning, managing and evaluating projects.
3. Demonstrated ability to work effectively within a multi-disciplinary team.
4. Well developed conceptual, analytical and problem solving skills.
5. Highly developed communication, consultation and negotiation skills.
6. Demonstrated organisational skills and ability to be flexible, adaptive and innovative in the achievement of objectives.
7. Well developed facilitation and group process skills.
8. Current "C" or "C.A." class drivers licence.
9. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### **Desirable Selection Criteria**

1. Previous experience in a health care or community service setting.
2. Previous experience working with Aboriginal people.
3. Tertiary qualifications in a relevant discipline.

### **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.
- Current "C" or "C.A." class drivers licence.

## **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:  
Date:

### **Position Occupant**

Name:  
Signature:  
Date: