



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>WA Country Health Service</b>		<b>Position No:</b>	608105
<b>Division:</b>	Pilbara	<b>Title:</b>	Manager Primary Health
<b>Branch:</b>	Pilbara Population Health	<b>Classification:</b>	HSO Level G-8
<b>Section:</b>	West Pilbara Primary Health	<b>Award/Agreement</b>	WA Health – HSUWA – PACTS Industrial Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b>	Regional Director
	<b>Classification:</b>	Class 2
	<b>Position No:</b>	600100

<b>Responsible To</b>	<b>Title:</b>	Director Population Health
	<b>Classification:</b>	HSO Level G-11
	<b>Position No:</b>	608202

<b>This position</b>	<b>Title:</b>	<b>Manager Primary Health</b>
	<b>Classification:</b>	HSO Level G-8
	<b>Position No:</b>	608105

#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u><b>Title</b></u>
Public Health Manager
Manager Primary Health (East)
Business Manager
Administration Assistant
Clinical Nurse Manager – Community (x3)

Positions under direct supervision:	← Other positions (indirectly) under control:		
Position No.	Title	Category	Number
	Senior Physiotherapists x 2	Physiotherapists x3	
	Senior Speech Pathologists x2	Speech Pathologists x3	
	Senior Occupational Therapist x 1	Occupational Therapists x3	
	Senior Social Worker x1	Social Workers x 2	
	Dietitian x1	Allied Health Assistants x 3	
	Administration Assistants x2		
		<b>Total 23 FTE</b>	

### Section 3 – KEY RESPONSIBILITIES

Responsible for the development, coordination, management and evaluation of Primary Health Programs across the designated district in the Pilbara. Responsible for the operation, safety and security of population health facilities. Responsible for providing leadership and managing the West Pilbara primary health team.

**WA Country Health Service- Pilbara**

**18<sup>th</sup> May 2017**

**REGISTERED**

TITLE	Manager Primary Health	POSITION NO	608105
		CLASSIFICATION	HSO Level G-8



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**

To improve, promote and protect the health of country Western Australians.

**WHAT WE STAND FOR**

**Quality health services for all.**

**Improving the health of Aboriginal people and those most in need.**

**A fair share for country health.**

**Supporting our team – workforce excellence.**

**OUR VALUES**

**Community-** making a difference through teamwork, generosity and country hospitality.

**Compassion-** listening and caring with empathy and dignity.

**Quality-** creating a quality health care experience for every consumer.

**Integrity-** accountability, honesty and professional, ethical conduct in all that we do.

**Justice-** valuing diversity with a fair share for all.

<p><b>WA Country Health Service- Pilbara</b></p> <p><b>18<sup>th</sup> May 2017</b></p> <p><b>REGISTERED</b></p>
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#### Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%		
<b>1.0</b>	<b>CONTRACT and SERVICE MANAGEMENT</b>				
1.1	Establishes, manages and reforms primary health programs in accordance with the strategic directions of Pilbara Population Health.	R	30		
1.2	Ensures effective program planning, implementation and evaluation with senior staff.				
1.3	Assists in securing appropriate service funding in conjunction with Director of Pilbara Population Health				
1.4	Responsible for the operational delivery of agreements for the provision of health services in conjunction with Director of Pilbara Population Health.				
1.5	Undertakes and ensures contract schedules and reports are prepared in accordance with specified time frames in conjunction with Director of Pilbara Population Health.				
1.6	Undertakes and ensures the effective management of financial, human and physical resources associated with the provision of primary health programs.				
1.7	Represents the interests of Pilbara Population Health on various committees, working groups and professional networks.				
1.8	Supports and implements quality improvement initiatives.				
1.9	Produces reports as required by Director of Pilbara Population Health.				
1.10	Ensures services and programs and resource utilisation is delivered with respect to staff and client safety, cost, and environmental considerations consistent with guidelines and best practice.				
<b>2.0</b>	<b>PRIMARY HEALTH PROGRAM PLANNING</b>	R	30		
2.1	Prepares annual plans for the primary health programs in conjunction with senior staff and Director of Population Health ensuring effective implementation and evaluation.				
2.2	Collaborates, plans and negotiates with other primary health service providers in the region to ensure integrated and efficient Primary Health program delivery.				
2.3	Liaises with community, professional and other groups (local, regional, state and federal) to ensure that the needs of all stakeholders are addressed in the planning and development of programs.				
2.4	Assesses, revises, updates, develops and implements primary health protocols and site instructions in accordance with contemporary care models, evidence and reflective practice.				
2.5	Responsible for appropriate primary health resource allocation within the region in conjunction with Director of Pilbara Population Health.				
2.6	Responsible for clinical governance planning and development with clinical, preventive and health promotion program areas.				
2.7	Responsible for appropriate primary health resource allocation within the region in conjunction with Director of Pilbara Population Health.				
2.8	Responsible for clinical governance planning and development with clinical, preventive and health promotion program areas.				
<b>3.0</b>	<b>HUMAN RESOURCE MANAGEMENT</b>	R	30		
3.1	Ensures effective staff management to the Primary Health team, including leadership to senior staff, recruitment and selection, and performance development				
3.1	Ensures relevant and appropriate peer and professional practice reviews of staff.				
3.2	Promotes health workforce development for primary health staff; maintains and reviews staff development data with senior staff.				
3.3	Sets and ensures a high standard of clinical and primary health program through the application of reflective practice strategies that improve services and inform the evidence base of primary health.				
3.4	Ensures the data entry, maintenance and appropriate use of clinical and administrative documentation in accordance with organisational requirements.				
<b>4.0</b>	<b>OTHER</b>			O	10
4.1	Ensures that population health facilities are maintained in order to protect the safety, health and hygiene of staff and visitors.				
4.2	Ability to travel and stay overnight away from base where required.				
4.3	Undertakes other duties at the request of the Director PPH.				
	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 and 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.				

**WA Country Health  
Service- Pilbara**

**18<sup>th</sup> May 2017**

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### Section 5 – SELECTION CRITERIA

#### ESSENTIAL

1. Demonstrated management/leadership skills including preparation of strategic and operational planning, financial and staff management, and quality management.
2. Demonstrated ability to plan, implement and evaluate primary health programs.
3. Demonstrated capacity to establish and maintain effective relationships with other agencies and stakeholders in managing primary health programs.
4. Demonstrated ability to lead and work in a multi disciplinary team in rural / remote areas.
5. Demonstrated superior verbal and written communication skills and excellent interpersonal skills including negotiation, conflict resolution and facilitation.
6. Demonstrated knowledge of cultural issues and social determinants particularly relating to Aboriginal health.
7. Demonstrated understanding of obligations required of equal employment opportunity, disability services and occupational safety and health legislation and how these impact on employment and service delivery.
8. Possession of a current C Class driver's license.

#### DESIRABLE

1. Possession of relevant tertiary qualifications.

### Section 6 – APPOINTMENT FACTORS

<b>Location</b>	Karratha	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	District Allowance if applicable, Annual Travel Concession if applicable, One week additional Leave for above the 26 <sup>th</sup> parallel, Air conditioning subsidy if applicable. Appointment is subject to: <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Current C Class drivers licence</li> </ul>		
<b>Specialised equipment operated</b>			

### Section 7 – CERTIFICATION

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

**WA Country Health  
Service- Pilbara**  
  
**18<sup>th</sup> May 2017**  
  
**REGISTERED**

Signature and Date:  
**Director Population Health**

**WA Country Health  
Service- Pilbara**  
  
**18<sup>th</sup> May 2017**  
  
**REGISTERED**

Signature and Date:  
**Regional Director**

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

**WA Country Health  
Service- Pilbara**  
  
**18<sup>th</sup> May 2017**  
  
**REGISTERED**