



SECTION 1 - POSITION IDENTIFICATION

Title:	Project Officer
Classification:	Level 4
Award:	Public Service and Government Officers General Agreement

SECTION 2 – REPORTING RELATIONSHIPS

UNIT	UNIT MANAGER	CLASSIFICATION
	Director General	
	↑	
Division: Public Health Division	Assistant Director General	MP 16 - 24
	↑	
Directorate: Communicable Disease Control	Director	MP 16 – 24
	↑	
Branch: Sexual Health and Blood-borne Virus Program (SHBBVP)	Program Manager	PSO Level 8
	↑	
Section:	Senior Policy and Planning Officer	PSO Level 7
	↑	
Section:	THIS POSITION	

Positions under direct supervision and control:

<u>Position No</u>	<u>Title</u>	<u>Classification</u>

SECTION 3 - KEY RESPONSIBILITIES

State BRIEFLY the key responsibilities or prime function of the position. Refer to definitions of terms to ensure the correct meaning of verbs frequently used e.g. Controls, Maintains, etc.

Assists with the planning, development, implementation and evaluation of youth sexual health and blood-borne virus related projects in WA, including website and contract management. Liaises with health professionals, government and non- government agencies in relation to youth sexual health and blood-borne virus projects. Under supervision, prepares timely responses to state and national correspondence, requests and reviews.

TITLE Project Officer	CLASSIFICATION Level 4	POSITION NO. 00007500
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SECTION 4 - STATEMENT OF DUTIES

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE

Duty No	Duties
1	Researches and assists with the ongoing maintenance and development of the youth and Sexually Transmittable Infections/ Blood-borne Virus (STI/BBV) related websites
2	Project manages discreet projects arising from the website reviews and development.
3	Participates in building capacity of youth focused, preventive sexual health and blood-borne virus programs and policy.
4	Assists with the development and delivery of STI social marketing, education and prevention programs
5	Assists with the review and evaluation of SHBBVP funded projects to ensure their relevance to government priorities are in line with the WA HIV STI and Hepatitis Strategies.
6	Coordinates and manages the quarterly Sexual Health and BBV Forums held at Grace Vaughan House, Shenton Park, including coordinating guest speakers, developing and implementing a marketing plan, dealing with IT and videoconferencing requirements. This includes the development and use of internet streaming and delayed web-casts.
7	Assists with procurement and contract management for services allocated to identified youth and STI sexual health and blood-borne virus and blood-borne virus programs.
8	Coordinates web content management for the SHBBVP within the Department of Health (DOH) Public Health website in liaison with DOH Communications Directorate
9	Assists with the development and implementation of sexual health and blood-borne virus prevention programs for culturally and linguistically diverse youth.
10	Maintains effective liaison between key stakeholders, including regional health services and other government and non-government organisations.
11	Monitors and reviews SHBBVP health hardware and resources, such as brochures, media fact sheets and websites.
12	Represents the SHBBVP at committees and meetings as required.
13	Carries out other duties as directed.

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SECTION 5 - SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

ESSENTIAL

1. Experience in website management and content development.
2. Demonstrated experience in project management skills including planning, monitoring and evaluation skills.
3. Excellent interpersonal, negotiation, verbal and written communication skills.
4. Experience in research and development of evidence-based policy.
5. Knowledge and understanding of sexual health and blood-borne virus issues, including trends in young people and STIs and BBVs in Western Australia.
6. Experience in population level communication and social marketing campaigns.
7. Relevant experience in contract management.
8. Ability to work effectively in a team environment.

DESIRABLE

1. Tertiary Qualification in a relevant discipline
2. Experience in the management of data systems and knowledge of information tools and software applications.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

APPOINTMENT CRITERIA

Nil

SECTION 6 - APPOINTMENT FACTORS

- Successful 100 point Identification check.
- Successful Criminal Record Screening clearance.
- Successful Pre-Employment Integrity check.

Location	Shenton Park	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