



**SECTION 1 - POSITION IDENTIFICATION**

<b>Title:</b>	<b>Program Officer</b>
<b>Classification:</b>	<b>Level 4</b>
<b>Award:</b>	<b>Public Service and Government Officers General Agreement</b>

**SECTION 2 - REPORTING RELATIONSHIPS**

<b>UNIT</b>	<b>UNIT MANAGER</b>	<b>CLASSIFICATION</b>
	<b>Director General</b>	
↑		
<b>Division: Public Health</b>	<b>Assistant Director General</b>	<b>MP Year 1-9</b>
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<b>Directorate: Communicable Disease Control</b>	<b>Director</b>	<b>MP Year 1-9</b>
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<b>Branch: Sexual Health and Blood-borne Virus (BBV)</b>	<b>Program Manager</b>	<b>PSO Level 8</b>
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<b>Section: Sexual Health and BBV Program</b>	<b>Senior Policy and Planning Officer</b>	<b>PSO Level 7</b>
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<b>Section: Sexual Health and BBV Program</b>	<b>THIS POSITION</b>	<b>PSO Level 4</b>

**Positions under direct supervision and control:**

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

**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 eg. Controls, Maintains, etc.

Assists with the planning, development, implementation and evaluation of Sexual Health and Blood-borne Virus Program (SHBBVP) related projects in WA, including contract management. Provides administrative support to relevant committees, subcommittees and working parties. Liaises with health professionals, government and non-government agencies in relation to SHBBVP projects. Under supervision, prepares timely responses to State and national correspondence, requests and reviews.

<b>TITLE</b> Program Officer	<b>CLASSIFICATION</b> Level 4	<b>POSITION NO.</b> 00009691
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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.	Assists in the planning, development, implementation and evaluation of projects across the SHBBVP.
2.	Prepares written reports, planning documents, submissions and discussion papers relating to SHBBVP projects and programs.
3.	Undertakes research and assists with the ongoing maintenance and development of web site information.
4.	Participates in building the capacity of preventive sexual health and blood-borne virus programs and policy across the SHBBVP.
5.	Coordinates information sessions, including coordinating guest speakers, developing and implementing a marketing plan, and dealing with IT and videoconferencing requirements.
6.	Maintains effective liaison between key stakeholders, including regional health services and other government and non-government organisations.
7.	Responds to requests for information on SHBBVP issues and programs.
8.	Undertakes the management of contracts including financial issues and provides input to tender documentation.
9.	Monitors and reviews SHBBVP health resources, such as brochures, media fact sheets and websites, and other relevant health promotion aids.
10.	Provides secretarial and operational support to committees, subcommittees and working groups as required.
11.	Undertakes other duties as directed.

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## SECTION 5 - SELECTION CRITERIA

### ESSENTIAL

1. Good interpersonal, verbal and written communication skills, including report writing and minute taking.
2. Project management experience including planning, monitoring and evaluation skills.
3. Good research and conceptual skills.
4. Ability to work effectively in a team environment.
5. Knowledge and understanding of sexual health and blood-borne virus issues and trends in Western Australia.
6. Relevant experience in contract management.
7. Experience in website management and content development.

### DESIRABLE

1. Relevant tertiary qualifications .
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
3. Experience in the management of data systems and knowledge of information tools and software applications.

### APPOINTMENT CRITERIA

Nil

## SECTION 6 - APPOINTMENT FACTORS

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

<b>Location</b>	Shenton Park	<b>Accommodation</b>	Nil
<b>Allowances</b>	Nil	<b>Specialised Equipment Operated</b>	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