



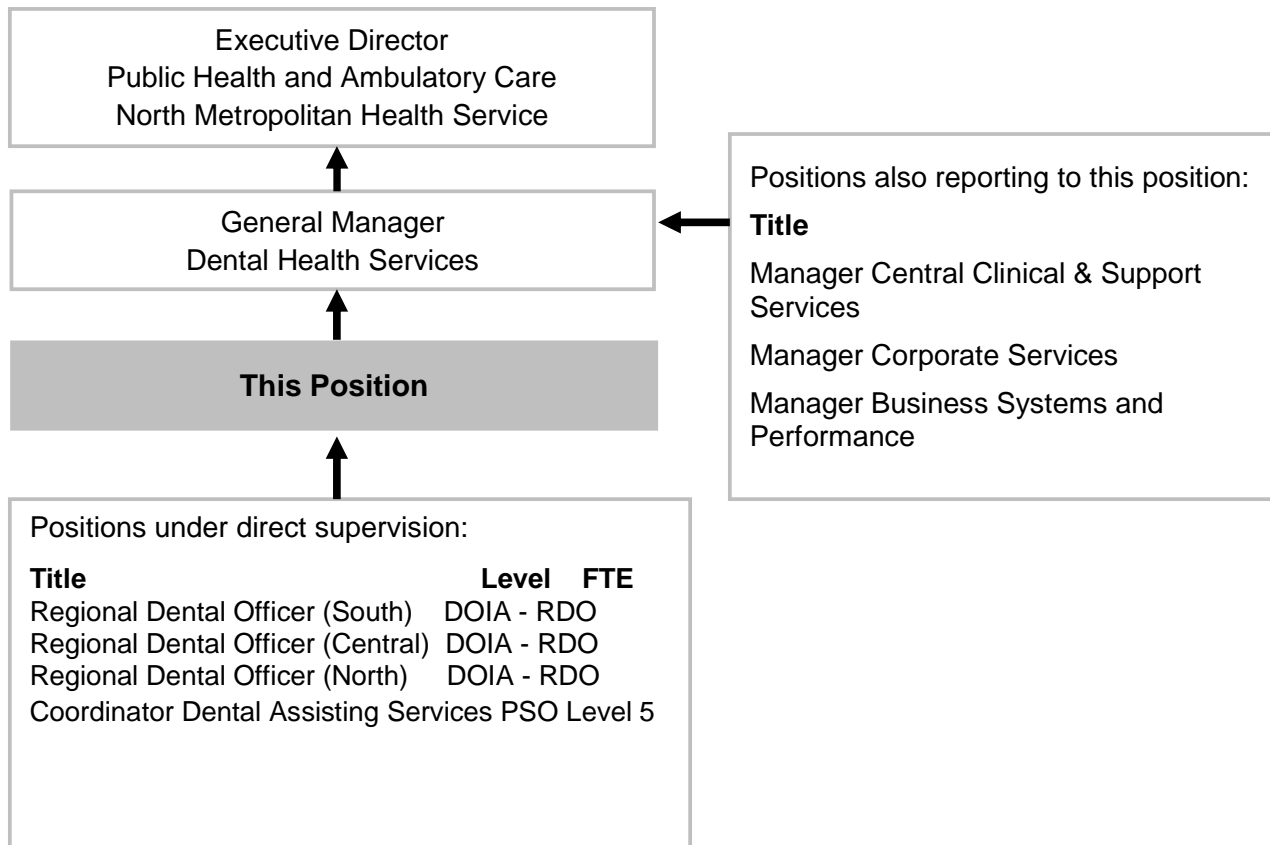
## Job Description Form

### **MANAGER COMMUNITY DENTAL SERVICES**

Dental Officers Industrial Agreement: Manager Community Dental Services  
 Position Number; 00000003

**Effective Date of Document:** June 2017

#### Reporting Relationships



#### **Key Responsibilities**

Responsible to the General Manager, Dental Health Services for assisting with strategic advice, development of dental policy and ensuring clinical care is supported by systems of risk management and clinical governance. Responsible for the effective and efficient management of Community Dental Services. Acts as a member of Dental Health Services' Executive.

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

### **1. Dental Leadership (70%)**

- As a member of the State-wide Dental Health Services Executive, contributes jointly and co-operatively to decisions on all matters which come before the Executive.
- Leads and co-ordinates the activities of the Community Dental Services Section:-
  - Optimising the use of human, financial and material resources to ensure the efficient and effective delivery of Community Dental Services throughout the State.
  - Implementing approved dental service policies and programmes.
  - Developing and implementing systems for evaluating the cost effectiveness of community dental programmes.
  - Maintaining liaison with other government, private and voluntary agencies and private health-care practitioners who are involved in the provision of community dental services throughout the State.
- Assists the General Manager and facilitates in the development of dental policy initiatives and strategic planning for Dental Health Services.
- Represents Dental Health Services on behalf of the General Manager as required.

### **2. Governance, Safety and Quality Duties (20%)**

- Responsible for ensuring, as far as practicable, the provision of a safe working environment.
- Undertakes performance development review of staff under direct supervision and ensures supervisors in their area of responsibility also undertake performance development reviews of their staff.
- Has an understanding and fulfils National Safety and Quality Health Services Standards requirements including but not limited to:
  - Participating in continuous safety and quality improvements actions, such as audits, reviews and drills that result in improvements to patient care, staff knowledge or the consumers experience and that align with actions described within the standard.
  - Participating with the development, implementation, reporting and monitoring of Dental Health Services activities.
  - Ensuring records and statistics are kept in accordance with established procedures.
  - Undertaking annual performance development review.
- Performs duties in accordance with Government, WA Health and Dental Health Services Policies and Procedures including the relevant Occupational Safety and Health legislation, Equal Opportunity legislation and WA Health Code of Conduct.

### **3. Other (10%)**

- Other duties as directed by the General Manager.

Performs duties in accordance with Government, WA Health and Dental Health Services Policies and Procedures including the relevant Occupational Safety and Health legislation, Equal Opportunity legislation and WA Health Code of Conduct.

## **Work Related Requirements**

### **1. Eligible for registration by the Dental Board of Australia.**

### **2. Leadership**

Develops and maintains an environment in which internal and external stakeholders are constructively engaged in decision making on resource allocation and in management processes which facilitate the achievement of public dental health service delivery objectives. Establish networks and communicates effectively with a diverse range of people. The ability to work constructively and collegially as a member of a management team, including the ability to provide objective and impartial advice, is also essential. Senior level leadership experience in the public health sector and/or in dental health service is highly desirable.

### **3. People Management**

Strong negotiating and influencing skills and the capacity to promote a work environment that empowers, motivates and develops the diverse talents of people and ensures an optimum level of appropriately skilled employees.

### **4. Management of Physical and Financial Resources**

Relevant experience, in an environment of constraint, in ensuring that resources including financial, physical, technological, and information requirements are available and are deployed to maintain service delivery.

### **5. Policy and Strategic Development**

Demonstrated capacity to recognise opportunities to enhance product/service delivery and capitalise on these through effective change strategies is essential. This includes demonstrated conceptual and analytical skills.

### **6. Clinical Knowledge**

High level knowledge of contemporary oral health care in the state and national context.

### **7. Achievement of Outcomes**

Demonstrated capacity to focus on achieving results and capacity to deliver products/services consistent with customer needs and defined quality expectation (including timeliness).

### **8. Legislative Obligations**

Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

## **Appointment Criteria**

- Evidence of registration by the Dental Board of Australia must be provided prior to commencement.
- 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.

_____	_____	_____	____/____/____
Manager / Supervisor Name	Signature or	HE Number	Date

_____	_____	_____	____/____/____
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

Registration Details (to be completed by HR)

_____	_____	_____	____/____/____
Position Title	Signature or	HE Number	Date

HSS Registered	HE84276	Date 21/6/17
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