



HSS REGISTERED

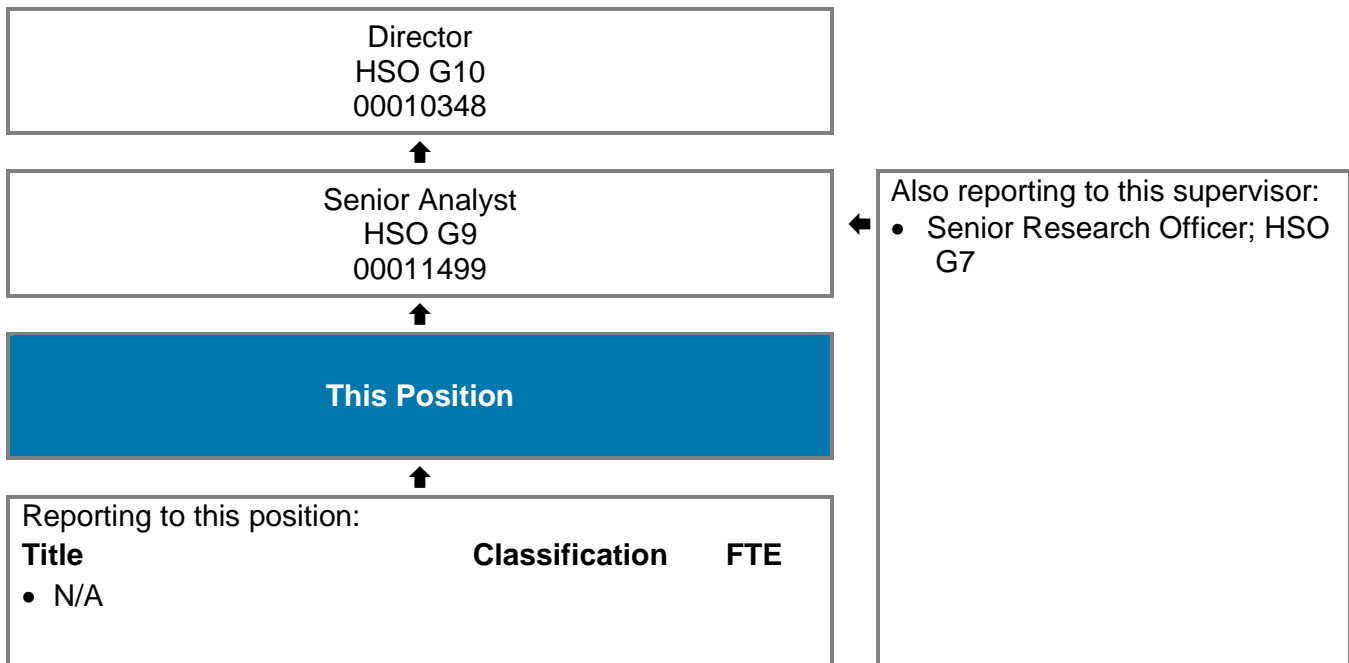
Research and Evaluation Officer

Health Salaried Officers Agreement; Level G6

Position Number: 00010726

Child and Adolescent Community Health
Strategy and Development

Reporting Relationships



Key Responsibilities

Plans and manages research and evaluation relating to public and community health programs and projects

Brief Summary of Duties

1. Research and Evaluation

- Plans and manages evaluation of public and community health programs and projects.
- Carries out research studies designed to provide information for use in planning and conducting public and community health programs and projects.
- Prepares written reports, discussion materials and literature reviews related to public and community health.
- Designs and tests evaluation instruments for monitoring community health projects.
- Provides consultancy and advice on research and evaluation design, methods, analysis and report writing skills to CACH staff.
- Liaises with other government and non-government agencies and organisations concerning research and evaluation of public and community health programs.
- Provides health related information to partner organisations to assist with planning, monitoring and evaluation of public and community health programs.
- Maintains personal level of knowledge and expertise on public and community research and current health issues.
- Prepares and presents seminars and education sessions.

2. CAHS Governance, Safety and Quality Requirements

- Takes reasonable care for own health and safety and that of others and participates in the maintenance of a safe work environment.
- Participates in the Child and Adolescent Health Service (CAHS) performance development review process.
- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, CAHS and Departmental / Program specific policies and procedures.
- Abides by and upholds the WA Health Code of Conduct, CAHS Vision, Mission and Values, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as required.

Work Related Requirements

Essential Selection Criteria

1. Higher education bachelor's degree in health, social or behavioural science or other relevant area.
2. Substantial knowledge of research and statistical methods.
3. Experience in the management of social program research and evaluation
4. Experience or training in survey research and/or market research
5. High level of report writing and written communication skills.
6. Excellent interpersonal and verbal communication skills.
7. Well developed analytical and problem solving skills.
8. Experience in computer based data analysis.

Desirable Selection Criteria

1. Postgraduate qualifications in public health, social research, epidemiology or equivalent.
2. Demonstrated project management skills.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Pre-requisites

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

Certification

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

Karen Hall			HE68074	27/02/17
Manager / Supervisor Name	Signature	or	HE Number	Date

Directorate/ Dept. Head			HE Number	Date
Directorate/ Dept. Head	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.

Anne Welch			HE83355	28/02/17
Occupant Name	Signature	or	HE Number	Date

HSS Registration Details (to be completed by HSS)

Created on	Insert date	Last Updated on	March 2017
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