



HSS REGISTERED

Manager - Program Management Office (PMO)

Health Salaried Officers Agreement: Level G-10

Position Number: 602799

Office of the Chief Executive

East Metropolitan Health Service

Reporting Relationships

Chief Executive
East Metropolitan Health Service
Position Number: TBA



Director, Office of the Chief Executive
Level: HSO G-12
Position Number: TBA



This Position



Directly reporting to this position:

| Title | Classification | FTE |
|----------------------------|----------------|-----|
| Program Management Officer | HSO G-6 | 1.0 |

Also reporting to this supervisor:

- Corporate Communications Manager, HSO G10
- Executive Assistant to the CE, HSO G5
- Manager, Integrity & Ethics, HSO G10
- Senior Ministerial Liaison Officer, HSU G8
- Executive Assistant, HSO G4
- Travel Coordinator, HSO G4

Key Responsibilities

Supports and coordinates the successful planning, development, governance and delivery of specific East Metropolitan Health Service (EMHS) projects/programs, and their associated implementation activities. Responsible for the overall management of the EMHS Program Management Office.

Brief Summary of Duties (in order of importance)

1. Strategic Project Management (40%)

- 1.1 Leads and supports the development, implementation, governance and management of comprehensive project and program management planning, frameworks and policies across EMHS to achieve strategic and organisational business priorities and objectives.
- 1.2 Develops and implements a comprehensive quality assurance framework for the PMO services, systems and strategies.
- 1.3 Identifies and manages dependencies, issues and risks to project objectives and report to the Executive as required.
- 1.4 Develops programs, strategies and action plans to ensure the effectiveness of projects and work programs that have been initiated.
- 1.5 Monitors and manages dependencies across agencies.
- 1.6 Develops key projects and detailed project implementation plans which are managed within budget and in a timely manner. Provide assistance for other teams in EMHS as required.
- 1.7 Reviews programs/projects that impact budget risks, develop mitigation strategies and maximise opportunities under Activity Based Funding, Activity Based Management and health reform activities.
- 1.8 Provides sophisticated analysis to inform strategic organisational planning, performance and priorities for the Executive of EMHS and DOH.
- 1.9 Develops project management processes and use of project management products for the PMO and provides guidance to the PMO and EMHS staff.

2. Consultation and Stakeholder Engagement (30%)

- 2.1 Operates as the main contact point for internal and external stakeholders in the development and planning process.
- 2.2 Develops strong working relationships which are initiated, developed and maintained in order to effectively liaise, consult and negotiate with internal and external stakeholders
- 2.3 Leads, participates in and/or supports committees, working parties and project teams involved with associated projects.

3. Reporting, Monitoring and Compliance (30%)

- 3.1 Ensures the outcomes of programs and projects are reviewed and evaluated as required and that quality improvement principles and standards are developed and implemented.
- 3.2 Prepare reports, working papers, briefings, submissions, public documents and correspondence on relevant matters to support visibility, oversight, discussion and resolution of complex issues.
- 3.3 Ensures EMHS and system reporting requirements are met.
- 3.4 Undertakes research and analysis as required.
- 3.5 Maintains an awareness of relevant trends and issues.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.

- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5 Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

- 1 Substantial experience and expertise in managing projects and utilisation of project management systems and tools, with a proven ability to meet project target deadlines and standards.
- 2 Excellent oral and written communication and interpersonal skills, including the ability to negotiate effectively at all levels and work with multiple stakeholders from differing backgrounds.
- 3 Excellent conceptual and analytical skills, with a high level of initiative and proven ability to provide innovative thinking in identifying solutions to complex problems.
- 4 An understanding of the principles relating to contemporary human resource management with considerable experience managing staff.
- 5 Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

- 1 Tertiary qualifications in a relevant discipline.
- 2 Knowledge of PRINCE2 methodology.
- 3 Proven ability and experience in coordinating a large project.

Appointment Prerequisites

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.

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| Manager / Supervisor Name | Signature or | HE Number | Date |

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|-----------------------------------|---------------------|------------------|-------------|
| | | | |
| 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 |
| Effective Date | | | |

HSS Registration Details (to be completed by HSS)

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| Created on Insert date | Last Updated on 09/05/2018 |
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