

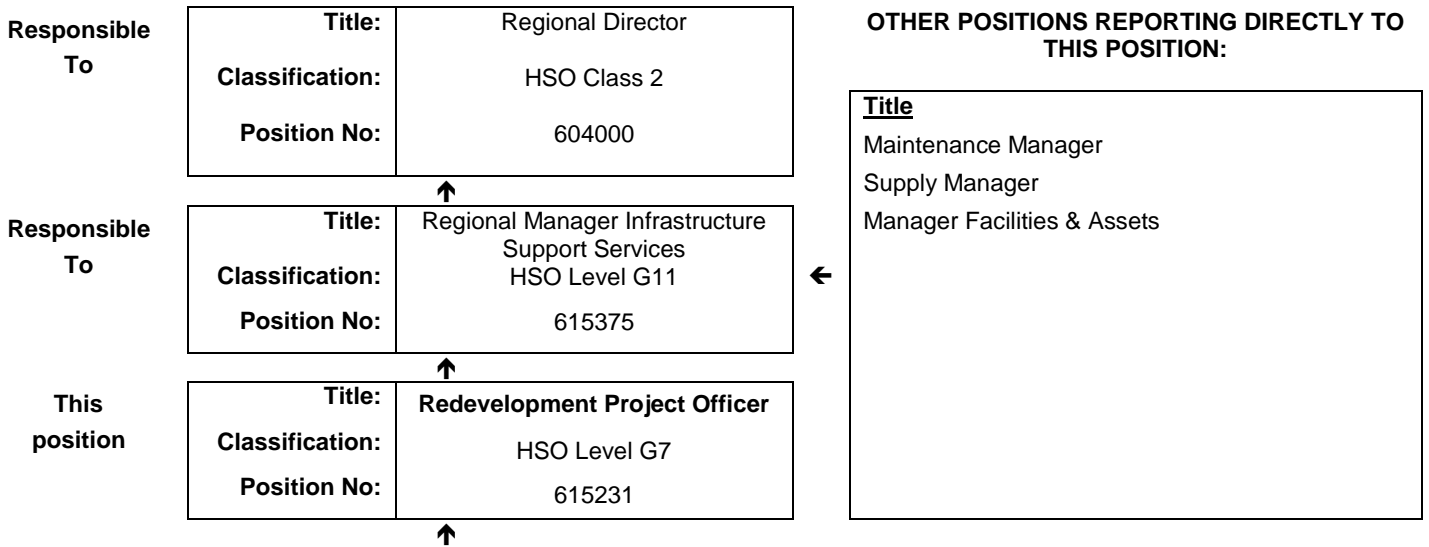


## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>WA Country Health Service - Midwest</b>		<b>Position No:</b>	615231
<b>Division:</b>	Midwest	<b>Title:</b>	<b>Redevelopment Project Officer</b>
<b>Branch:</b>	Geraldton Hospital		HSO Level G7
<b>Section:</b>	Operations		Health Salaried Officers Agreement
		<b>Classification:</b>	
		<b>Award/Agreement</b>	

### Section 2 – POSITION RELATIONSHIPS



<b>Positions under direct supervision:</b>	<b>Other positions under control:</b>								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>NIL</td> <td></td> </tr> </tbody> </table>	Position No.	Title	NIL		<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Category	Number		
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NIL									
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### Section 3 – KEY RESPONSIBILITIES

Provides project support to the Regional Director and executive team to enable the delivery of the redevelopment projects across the Midwest region.

<b>WA Country Health Service</b>
<b>Midwest</b>
<b>11 May 2018</b>
<b>REGISTERED</b>

TITLE	Redevelopment Project Officer	POSITION NO	615231
		CLASSIFICATION	HSO Level G7



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

**OUR PURPOSE – What we are here to do**

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

**OUR STRATEGIC DIRECTIONS TO 2018**

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

**OUR GUIDING PRINCIPLES**

Consumers first in all we do. Safe, high quality services and information at all times. Care closer to home where safe and viable. Evidence based services, partnerships and collaboration.

**OUR VALUES**

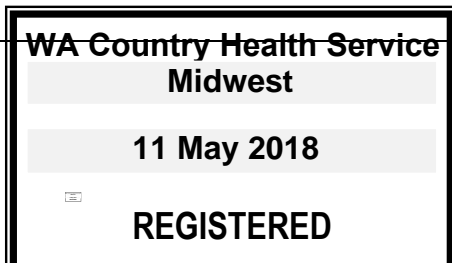
**Community** – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

**Compassion** – listening and caring with empathy, respect, courtesy and kindness.

**Quality** – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

**Integrity** – accountability, honesty and professional, ethical conduct in all that we do.

**Justice** – valuing diversity, achieving health equality, cultural respect and a fair share for all.

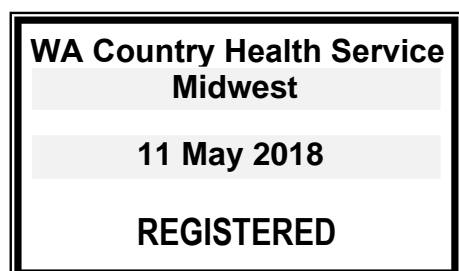


<b>TITLE</b>	<b>Redevelopment Project Officer</b>	<b>POSITION NO</b>	615231
		<b>CLASSIFICATION</b>	HSO Level G7

#### Section 4 – STATEMENT OF DUTIES

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
1.1	Provides executive support to all redevelopment Committees and/or Groups and coordinates and facilitates the redevelopment process either within the designated district or across the region.	<b>D</b>	<b>100</b>
1.2	Maintains all records, resources documents and project data on redevelopments in a manner that maintains integrity, security and enables easy retrieval.	<b>D</b>	
1.3	Implements and undertakes, in conjunction with the Regional Director and local management teams, public relations strategies including staff and community meetings, education and marketing.	<b>W</b>	
1.4	Prepares regular newsletters and briefing documents, including Ministerial Correspondence on the redevelopment status and other issues in accordance with the Midwest communication strategy.	<b>W</b>	
1.5	Acts as a liaison person for staff, community groups, other government departments and interested organisations relating to redevelopment issues.	<b>D</b>	
1.6	Works collaboratively with other redevelopment offices across the Midwest and other SIHI sites to ensure the development of consistent business practices, policy, procedures and standards associated with the projects.	<b>D</b>	
1.7	Assists with the development of the project plan in accordance with agreed objectives and provides project reports and updates as required.	<b>D</b>	
1.8	Prepares papers, documents, meeting records, briefing notes and Ministerial responses for the Regional Director and SIHI team.	<b>W</b>	
1.9	Works collaboratively with other redevelopment offices across the Midwest, other SIHI regions and County Health Service redevelopment teams to ensure standard business practices and process across all redevelopment programs and projects.	<b>D</b>	
1.10	Assists the Regional Director with other Projects and other duties as directed.	<b>D</b>	

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.



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### Section 5 – SELECTION CRITERIA

#### ESSENTIAL

- Demonstrated effective communication skills (verbal, written and oral presentation) and interpersonal skills.
- Demonstrated effective organisational, analytical and conceptual skills including meeting and planning skills.
- Demonstrated effective public relations and presentation skills.
- Demonstrated effective word processing and spreadsheet skills.
- Demonstrated effective conflict resolution skills.
- Demonstrated experience in major capital works projects or demonstrated project management skills.
- Current drivers licence and willingness to travel including stays away from home.

#### DESIRABLE

- Experience in health facility development projects
- An understanding of rural health issues
- Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Section 6 – APPOINTMENT FACTORS

<b>Location</b>	Negotiable	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Current drivers licence and willingness to travel including stays away from home.</li> </ul> Allowances <ul style="list-style-type: none"> <li>• District allowance</li> </ul>		
<b>Specialised equipment operated</b>			

### Section 7 – CERTIFICATION

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

Signature and Date:  
**Manager**



Signature and Date:  
**Regional Director**



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 Signed

