



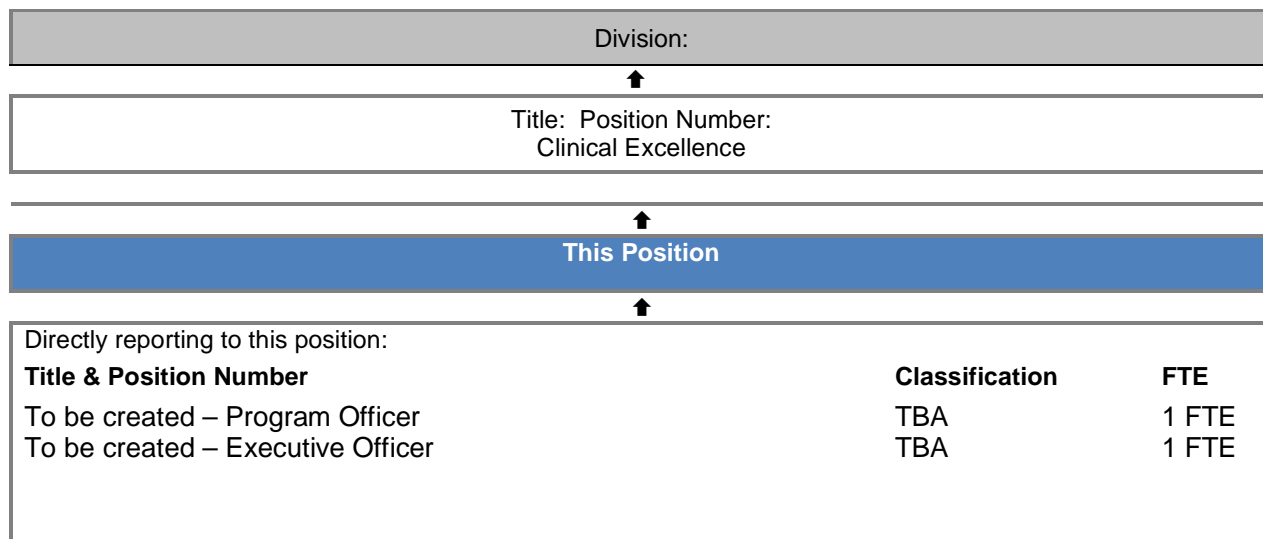
POSITION DESCRIPTION

Position Number	00014055
Position Title	Manager
Classification	PSO Level 8
Division	Clinical Excellence
Directorate	
Branch	
Position Status	Permanent
Award	Public Service and Government Officers General Agreement
Site Location	East Perth

ORGANISATIONAL ENVIRONMENT

Our Vision	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
Our Mission	To lead and steward the WA health system.
Our Values	Respect, Excellence, Integrity, Teamwork, Leadership

REPORTING RELATIONSHIPS



KEY RESPONSIBILITIES

Facilitates all operational and business planning of the division. Provides divisional leadership and coordination in relation to all initiatives of the division. Undertakes research and special projects as requested by the Assistant Director General.

BRIEF SUMMARY OF DUTIES

This section outlines the results and outcomes required of an individual in this position.

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

Leadership and Management

Manages the daily operations of the Office of the Assistant Director General, Clinical Excellence (ADG CE)

Provides management support to the Division, taking responsibility for ensuring key deliverables is achieved.

Coordinates the budget of the Division ensuring a collaborative approach to its allocation across the Directorates to ensure divisional outcomes are met.

Monitors and manages on behalf of the ADG CE reporting of all cost centres within the Division.

Manages Ministerial and other correspondence on behalf of the ADG CE.

Policy and Research

In collaboration with divisional directors, coordinates and supports the development and implementation of the health policy framework.

Provides strategic and cross-divisional leadership to ensure the policies and programs of the division are implemented and outcomes achieved.

Conducts high level research and analysis into relevant issues, including preparation of critiques and project analyses on behalf of the ADG CE.

Planning and Coordination

Coordinates the preparation of the Division's Operational Plan, ensuring this supports departmental and government initiatives.

Coordinates the preparation of the Division's Risk Register.

Maintains effective liaison with health services, health professionals, health service managers and other health industry stakeholders in relation to any issues that may arise.

Directs and co-ordinates the development of funding submissions on behalf of the Division.

Participates in committees and working parties to discuss and resolve issues, promotes the exchange of ideas and supports the effective management of the Division and its initiatives.

Conducts leadership team meetings.

Monitoring and Reporting

Monitors and reports on the implementation of the Operational Plan.

Monitors, maintains and reports on the Risk Register to ensure that significant risks are identified, documented and mitigated.

Monitors and reports on resource use within the Division (financial, people, assets).

Co-ordinates the preparation and monitoring of the ADG CE's Performance Agreement.

In collaboration with the Divisional directors, identifies and monitors significant external contracts and service level agreements.

Monitors and reports on performance development, leave liability and travel expenditure for the Division

Other

Represents the ADG CE as required

Other duties as required.

WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

Essential Selection Criteria

1. Highly developed strategic and analytical skills
2. Ability to manage complex confidential information, issues and priorities.
3. Excellent conceptual, problem solving, management and leadership skills.
4. Highly developed written, oral communication and interpersonal skills including a demonstrated ability to negotiate successful outcomes.
5. Demonstrated ability to interpret financial data and understand financial reporting procedures.
6. Demonstrated highly developed initiative and problem solving skills and demonstrated highly developed ability to conduct research, critique literature and analyse health related data.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
8. Knowledge of government policies and procedures

Desirable Selection Criteria

Tertiary qualification in a relevant discipline.

Appointment Factors

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

CERTIFICATION

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

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: