



HSS Registered

Senior Project Officer
Health Salaried Officers Agreement: HSO Level 7
Position Number: 115333
Contract Management Directorate
South Metropolitan Health Service

Reporting Relationships

Executive Director Contract Management
 Health Executive Grade B - Corporate
 Position Number: 115193



Manager Contracts
 HSO Level 10
 Position Number: 110462



This Position



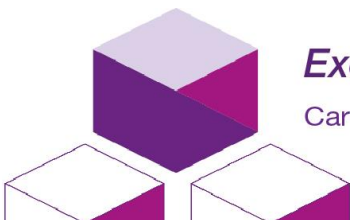
Directly reporting to this position:

Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:
 • Various Positions

Key Responsibilities

This position provides key project support to the Executive Director, specific to procurement and contract management projects, with a focus on facilities and operations management aspects of high value and high risk contracts within the SMHS Contract Management portfolio. The Senior Project Officer contributes to research, planning, development, and implementation of improvement strategies (and other project related activities as required) for contracts and/or procurements within SMHS Contract Management.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Project Management

- 1.1. Provide executive, project management and administrative support; with a focus on facilities and operations management aspects of high value and high risk contracts within the SMHS Contract Management portfolio.
- 1.2. Contribute to the development of business cases, project planning, implementation strategies, tools, processes and systems to achieve project outcomes.
- 1.3. Undertake research and analysis of information that informs strategic decision making to achieve government and health system objectives.
- 1.4. Monitor, track and evaluate project deliverables and outcomes for key improvement or strategic projects, including coordinating the involvement of relevant stakeholders as required.
- 1.5. Assist in preparing and managing detailed project and sub-project schedules and resources.
- 1.6. Monitor and review project deliverables as required.
- 1.7. Coordinate goods and services procurements associated with Contract improvement or strategic projects as required.

2. Planning

- 2.1. Liaise and negotiate with contract users, service providers and other internal and external stakeholders, and incorporate input into planning activities for future contract development and/or strategic requirements.
- 2.2. Investigate and analyse issues associated with existing contracts and/or procurements in order to deliver strategies to resolve the issues.
- 2.3. Develop implementation plans and strategies in accordance with agreed objectives and timeframes.
- 2.4. Design and implement strategies for ongoing evaluation of contract improvement activities and outcomes as well as strategic projects.

3. Stakeholder Engagement and Management

- 3.1. Maintain effective liaison with senior officers within Government and the Health System Manager.
- 3.2. Develop and maintain effective relationships and networks with key internal and external stakeholder groups.
- 3.3. Participate as a member of relevant committees and project working groups in relation to initiatives being undertaken by SMHS Contract Management.
- 3.4. Provide advice and support to project management groups on issues impacting on projects being undertaken.
- 3.5. Adopt a customer-focussed and outcome-oriented approach to project management, systems management and resource delivery.

4. Monitoring and Reporting

- 4.1. Draft and review ministerial correspondence, Briefing Notes, reports, submissions, discussion papers and other correspondence as required.
- 4.2. Prepare reports on the achievement of milestones and key outcomes throughout the course of projects, including Board Reports.
- 4.3. Apply quality improvement principles to projects, particularly project evaluation and feedback.
- 4.4. Coordinate and ensure commitments to reports, responses and enquiries are met in a timely and appropriate manner.
- 4.5. Develop and maintain relevant databases to record all information associated with high risk and high value projects; including the monitoring of human and financial resources.

5. SMHS Governance, Safety and Quality Requirements

- 5.1. Participates in the maintenance of a safe work environment.
- 5.2. Participates in an annual performance development review.
- 5.3. Supports the delivery of safe patient care and the consumers' experience including 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.
- 5.4. Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5. Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated experience in all aspects of project management, particularly in a commercial, contract and facilities management environment.
2. Well-developed written, oral and interpersonal communication skills, with the ability to liaise and negotiate effectively with internal and external stakeholders.
3. Well-developed research, analytical and problem solving skills.
4. Capacity to provide support and advice on complex, sensitive and confidential matters.
5. Demonstrated initiative and ability to work effectively independently and contribute to the achievement of team goals, including an ability to be adaptable and innovative in managing competing priorities and change.

Desirable Selection Criteria

1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
2. Qualifications in a relevant discipline.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- 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
Effective Date _____

HSS Registration Details (to be completed by HSS)

Created on _____ Last Updated on December 2018