



North Metropolitan Health Service
Job Description Form

HSS Registered November 2018

Project Officer

Health Salaried Officers Agreement: Level G6

Position Number: 007958

**WA Cancer and Palliative Care Network / System Policy and Planning
 North Metropolitan Health Service**

Reporting Relationships

Co-Director, WA Cancer Palliative Care Network
 Award Level: HSO Level G12
 Position Number: 005506



Manager, Data & Screening Strategy
 Award Level: HSO Level G8
 Position Number: 006368



This Position



Also reporting to this supervisor:

- Project Coordinator Cancer Database
 HSO Level G7; 005582
- Cancer Networking Coordinator;
 HSO Level G7; 006182
- Project Officer
 HSO Level G6; 007956
- Project Officer
 HSO Level G6 007957

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

NIL

Prime Function / Key Responsibilities

Responsible for planning, coordinating and implementing specific projects and build effective relationships to achieve successful implementation of the WA Cancer and Palliative Care Network initiatives.

Brief Summary of Duties (in order of importance)

1. Scope and develop project plans as directed by the WA Cancer and Palliative Care Network Directors in consultation with key stakeholders
2. Undertakes activities as identified in the project plan and as delegated; including planning, coordination and implementation of project tasks.
3. Performs duties to support the National Bowel Cancer Screening Program in Western Australia, in accordance with national agreements and guidelines.
4. Establishes and maintains effective and comprehensive communications with stakeholders to support projects.
5. Delivers project communication and marketing strategy.
6. Organises work and communications to achieve project timelines. Advises project sponsor if issues arise that could impact quality of solution or timeliness of delivery.
7. Establishes and is secretariat for the specific project team. This team is responsible for planning and effecting implementation at the site.
8. Facilitates and participates in quality activities related to the project and contributes to the process of continuous improvement of services and work practices.
9. Performs duties in accordance with WA Cancer and Palliative Care Network policies and procedures; Code of Conduct and documentation standards.
10. Performs duties in accordance with relevant Occupational Health and Safety and Equal Opportunity Legislation.
11. Performs other relevant duties to achieve successful implementation of the project plan, or as directed by the supervisor.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated experience in project management and in achieving project outcomes within prescribed time lines and against agreed performance standards.
2. Demonstrated experience in the planning, implementation and evaluation of major projects and report writing.
3. Demonstrated analytical conceptual problem solving skills and the ability to provide authoritative strategic advice and assistance to senior executives and directors.
4. Demonstrated high level oral and written communication and interpersonal skills, including a proven ability to effectively liaise, negotiate and consult with the diverse range of stakeholders in a multidisciplinary environment and build positive relationships.
5. Demonstrated experience in a clinical, hospital or health setting, and knowledge of bowel cancer or cancer screening issues.
6. A proven ability to work constructively as a member of a team, including an ability to be adaptable and flexible working within an environment subject to competing priorities and change.

Desirable Selection Criteria

1. Possession or significant progress towards a tertiary qualification in a health related field.
2. Computer literacy.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
4. Current driver's licence.

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.

Manager/Supervisor

Name: Kathleen O'Connor
Signature/HE: He85609
Date: 21/10/2016

Dept./Division Head

Name: Violet Platt
Signature:
Date: 21/10/2016

Position Occupant

Name:
Signature:
Date: