



Government of **Western Australia**
Mental Health Commission

JOB DESCRIPTION FORM

HSS REGISTERED

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| Position number | 00009010 |
| Position title | Assistant Director, Health Relationship and Purchasing |
| Classification | PSO Level 8 |
| Employment Instrument | Public Service and Government Officers General Agreement |
| Registration date | December 2018 |
| Key objectives of the Mental Health Commission | The Mental Health Commission was established in 2010. To strengthen and better integrate the State's network of services relating to the prevention, treatment, professional education and training and research activities in the drug and alcohol and mental health sectors, the Drug and Alcohol Office has amalgamated with the Mental Health Commission in July 2015. The new Mental Health Commission enables the utilisation of both entities strengths and capabilities to enhance and excel in the delivery of mental health and drug and alcohol services across the state. |

Reporting Relationships

Reports to:

| Position Title | Classification | Position No. |
|-----------------------|-----------------------|---------------------|
| Director | Level 9 | 00011647 |

Positions under direct supervision:

| Position Title | Classification | Position No. |
|---------------------------|-----------------------|---------------------|
| Manager Service Delivery | Level 7 | 00011000 |
| Principle Program Officer | Level 7 | 00010537 |
| Quality Assurance Officer | Level 6 | 00007906 |
| Business Services Officer | Level 6 | 00007845 |

We Value:

- Respect for individuals and culture
- Working together and supporting each other
- Involving and engaging others
- Ownership, transparency and accountability
- Fair and ethical decisions
- Improvement focus

Primary Objectives of role:

This position is responsible for providing strategic support to the Director and senior staff across the Commission principally in relation to the Service Agreement and resultant interdepartmental priorities between the Commission and the Department of Health.

In undertaking the role of this position, the occupant will need to recognise that there is a commitment to focussing on the needs of the individual, their families, carers or advocates working in partnership for better mental health outcomes.

General Responsibilities

1. Contract Management

- 1.1. Responsible for identifying, preparing and managing the most appropriate contract framework between the Commission and the Department of Health.
- 1.2. Manages and reports on all financial management aspects of the contract maintaining a close alliance with the Director and all members of the Corporate Executive.
- 1.3. Implements a risk management framework that identifies issues, (including the demand risks of the Department of Health), and mitigates potential risk.
- 1.4. Assists the Commission in identifying alternative policy positions and procurement options in relation to specialist mental health services and the interface of these with services provided by organisations other than the Department of Health.
- 1.5. Monitors the progress of the contract and arranges appropriate follow-up action on outcomes to meet the objectives of the Commission.
- 1.6. Responsible for the acquittal process and subsequent reporting.

2. Communications and Liaison

- 2.1. Ensures an effective interface between the Commission and WA Health for service development and contracting.
- 2.2. Represents the Commission at relevant meetings and forums as required.
- 2.3. Coordinates regular stakeholder meetings and provides executive support when required.
- 2.4. Responsible for ensuring clear communication (internal and external) to the Commission by establishing and maintaining communication strategies and systems with the public health system.
- 2.5. Responsible for building appropriate interdepartmental processes with the Department of Health.
- 2.6. Builds and maintains effective working relationships with external parties and ensures appropriate liaison, consultation and negotiation occurs to meet the Commission's objectives.
- 2.7. Ensures the preparation of reports and correspondence as required by the Director.

3. Project Management

- 3.1. Responsible for identifying and analysing issues of importance or have major business impact, or complex specialised application, particularly where few guidelines exist and where considerable initiative or specialist knowledge is required.
- 3.2. Develops and recommends solutions including detailed programs, strategies and action plans.
- 3.3. Leads or coordinates project teams, provides advice, guidance and direction.
- 3.4. Responsible for evaluating and reporting on results/outcomes.

Selection Criteria

The following work related requirements are to be read in the context of the role of this position and the Mental Health Commission:

Essential Selection Criteria:

1. Shapes and manages strategy –

This includes having an understanding of the organisation's objectives and links between business units, the organisation and the whole of government agenda. The ability to develop strategic options, apply strategic thinking to achieve outcomes and develop and implement effective strategies is considered essential. Further to this, demonstrated experience in a contract and/or project management environment and the ability to provide high level advice and support to relevant stakeholders within a complex environment is integral to this role.

2. Achieves results -

Demonstrated leadership and management skills with the ability to work effectively and collaboratively within a team environment and to respond flexibly to changing demands. Responds in a positive and flexible manner to change and understanding and shares information with others and assists them to adapt. The position strives for achievement and monitors progress and identifies risks that may impact on outcomes. The position holder will also commit to achieving quality outcomes and ensure that documented procedures are maintained. The position will also seek feedback from stakeholders to monitor levels of satisfaction. Highly developed qualitative and quantitative analytical and problem solving skills including an understanding of financial processes are also required.

3. Builds productive relationships –

This includes building and sustaining relationships with a network of key people internally and externally to the organisation. Recognises shared agendas and works toward mutually beneficial outcomes. The position anticipates and is responsive to internal and external client needs. The position holder will find opportunities to share information and ensure that others are kept informed of issues. It is considered integral that the position fosters teamwork and rewards cooperative and collaborative behaviour. The position guides, coaches and develops people agreeing on clear performance standards and offering full support when required.

4. Exemplifies personal integrity and self-awareness –

The position demonstrates public service professionalism and probity and adopts a principled approach and adheres to the public sector values and Code of Conduct. The position holder provides impartial and forthright advice and challenges important issues constructively and stands by own position and support others when required. The position acknowledges mistakes and learns from them and seeks guidance and advice when required. Well-developed organisational and prioritising skills together with the capacity to utilise initiative in a demanding environment are required to ensure that the position takes responsibility for meeting objectives and progressing work demonstrating initiative and proactively stepping in to complete tasks and activities as required. The position holder commits energy and drive to ensure that goals are achieved.

5. Communicates and influences effectively –

Highly developed verbal and written communication, interpersonal and negotiation skills are required to confidently present messages in a clear, concise and articulate manner and translates information for others. The position holder focuses on key points and uses appropriate unambiguous language. The position seeks to understand the audience and tailors communication style and content accordingly. The position holder listens carefully to others and checks to ensure that their views have been understood. The position anticipates reactions and is prepared to respond while checking own understanding of others' comments and does not allow misunderstandings to linger. In terms of negotiation the position approaches this component with a strong grasp of the key issues, having prepared well in advance. The position understands the desired objectives and associated strengths and weaknesses. The position holder encourages debate and identifies common ground to facilitate agreement and acceptance of mutually beneficial solutions.

6. Substantial experience at a management level in contract management environment.

Appointment Factors

This position is subject to a:

- Successful 100 point Identification Check.
- Successful criminal record screening.
- Successful Pre-Employment integrity check.

Ethical Decision Making and Practice

Acts ethically and in accordance with the Western Australian Public Sector Code of Ethics and the Mental Health Commission's Code of Conduct.

Demonstrates a focus on the achievement of branch objectives including working productively in a team and taking responsibility for and managing own work to deliver expected outcomes.

Workplace Safety

Acts safely and in accordance with the general Duty of Care and the Mental Health Commission's Occupational Safety and Health policy and procedures.