



HSS Registered

## Development Officer

Health Salaried Officer Agreement; HSO Level G6

Position Numbers: 00008630, 00008631

Child and Adolescent Community Health / Practice Support  
WASON / East Perth

### Reporting Relationships

Director, Practice Support  
HSO Level G10  
Position: 00010348



Senior Coordinator Service Planning and Analysis  
HSO Level G9  
Position: 00010215



**This Position**



Reporting to this position:

Title	Classification	FTE
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Also reporting to this supervisor:

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### Key Responsibilities

Undertakes the planning and development of evidence-informed child and adolescent community health programs and services. Consults and liaises with health service providers, stakeholders in government and non-government organisations and the community, as appropriate. Assists in developing service models and resources to support community health service delivery in an allocated portfolio area. Undertakes procurement activities and manage licences and commercial contracts as required.

Our Vision: Healthy *kids*, healthy *communities*.

Our Values: Compassion Collaboration Equity Respect Excellence Accountability

## Brief Summary of Duties

- Undertakes the planning and development of evidence-informed child and adolescent community health programs and services, and support community health service delivery staff and managers to implement these.
- Undertakes project management to achieve identified outcomes, including prepare project plans, timelines and progress reports, and provide support to relevant project steering groups.
- Undertakes literature reviews and needs analysis to identify relevant trends, issues and best-practice to inform the development and review of evidence-informed child and adolescent community health services and programs.
- Leads the development of service delivery models, clinical pathways, guidelines and other resources to support community health service delivery.
- Assists in reviewing and evaluating child and adolescent community health services, programs and resources to ensure effective service delivery and alignment with strategic and policy directions.
- Liaises with Child and Adolescent Health Service (CAHS) staff, health service providers, other key stakeholders (both government and non-government agencies) and the community to guide the development of community health services, programs and resources.
- Represents the Practice Support Unit and Community Health at meetings, project steering groups and committees as required, and takes responsibility for progressing allocated actions arising.
- Researches and prepares briefing papers, submissions, discussion papers, reports and ministerial responses, as appropriate.
- Undertakes procurement activities and manage licences and commercial contracts as required.
- Supports the Senior Coordinator Service Development in managing service agreements and contracts with non-government agencies, where appropriate.
- Maintains an awareness of relevant requirements related to:
  - equal opportunity;
  - disability access; and
  - clinical and corporate governanceand apply these in the workplace.

## CAHS Governance, Safety and Quality Requirements

- Takes reasonable care for own health and safety and that of others and participates in the maintenance of a safe work environment.
- Participates in the Child and Adolescent Health Service (CAHS) performance development review process.
- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes 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.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, CAHS and Departmental / Program specific policies and procedures.
- Abides by and upholds the WA Health Code of Conduct, CAHS Vision, Mission and Values, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**Undertakes other duties as required.**

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrated project management skills and an ability to deliver project outcomes.
2. Well-developed negotiation, verbal and written communication skills.
3. Demonstrated ability to consult and work collaboratively with a range of internal and external stakeholders.
4. Demonstrated experience in needs analysis and an ability to apply findings to inform service and/or program development.
5. Well-developed problem solving skills, including analytical and conceptual ability.
6. Knowledge of or demonstrated experience in the evaluation of programs or services.

### Desirable Selection Criteria

1. Tertiary degree in a relevant qualification.
2. Knowledge of trends and issues relevant to child and adolescent community health, particularly with regard to disadvantaged groups, including Aboriginal people.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Pre-requisites

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.**

_____ <b>Manager / Supervisor Name</b>	_____ <b>Signature</b>	<b>or</b>	_____ <b>HE Number</b>	_____ <b>Date</b>
_____ <b>Directorate/ Dept. Head</b>	_____ <b>Signature</b>	<b>or</b>	_____ <b>HE Number</b>	_____ <b>Date</b>

**As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

_____ <b>Occupant Name</b>	_____ <b>Signature</b>	<b>or</b>	_____ <b>HE Number</b>	_____ <b>Date</b>
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### HSS Registration Details (to be completed by HSS)

<b>Created on</b>	_____ Insert date	<b>Last Updated on</b>	_____ January 2019
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