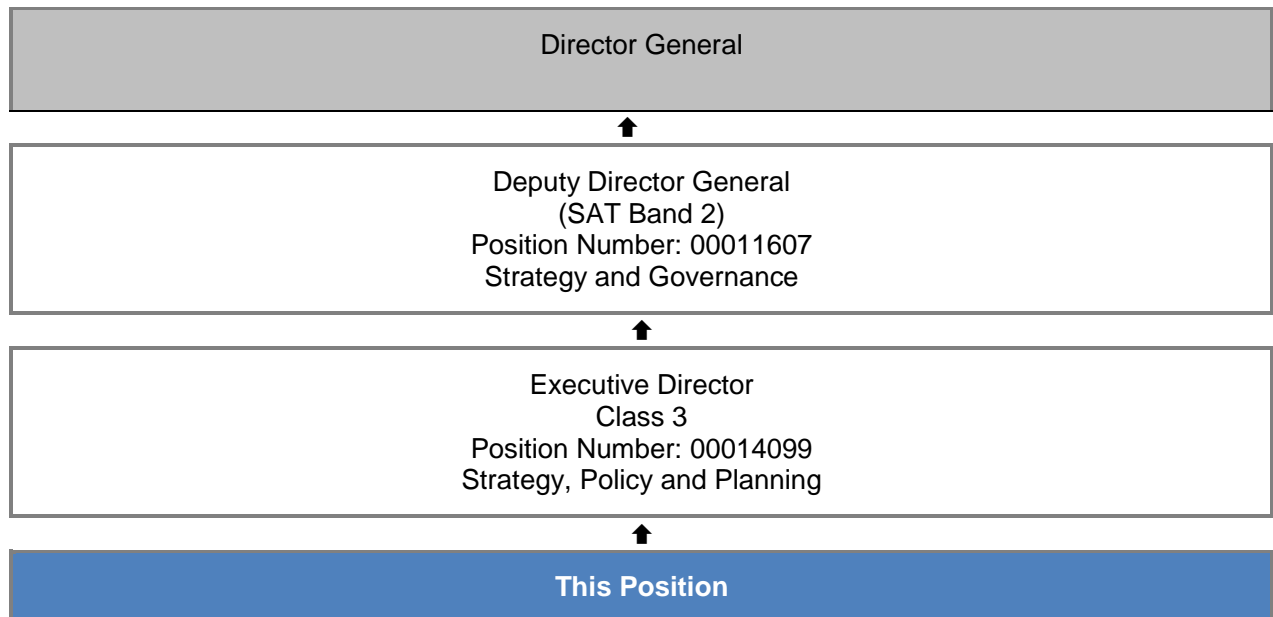




POSITION DESCRIPTION (SENIOR EXECUTIVE SERVICE)

Position Number	00014199
Position Title	Director Strategy, Policy and Intergovernmental Relations
Classification	Class1
Division	Strategy and Governance
Directorate	Strategy, Policy and Intergovernmental Relations
Award	Public Service and General Officers CSA General Agreement
Site Location	East Perth

REPORTING RELATIONSHIPS



Directly reporting to this position:

Title & Position Number	Classification	FTE
Manager Strategy	PSO Level 8	3
Manager, System Wide Policy	PSO Level 8	3
Manager, Intergovernmental Relations	PSO Level 8	6
Executive Officer	PSO Level 3	0

ORGANISATIONAL ENVIRONMENT

The Department of Health, led by the Director General, has been established as the System Manager responsible for the overall strategic direction, management and performance of the Western Australian (WA) public health system to ensure the delivery of high-quality, sustainable, safe and timely health services.

The WA public health system employs approximately 43,000 dedicated staff who ensure the health and wellbeing of the State's population throughout the metropolitan, regional and remote areas of WA. The WA health system as a single health entity covers an area covering approximately 2.5 million square kilometres.

The foundations that underpin essential services to the community include: robust standards for the delivery of high-quality and safe care, and optimal patient and community experience; sound financial management and clinical performance; supporting our workforce; infrastructure and information and communications technology (ICT) delivery; and supporting and enhancing research and innovation.

KEY RESPONSIBILITIES

The Director supports the development and achievement of the WA health system vision, mission and goals aligned to key stakeholder requirements in response to external directions and opportunities.

Plays a lead role in relation to the policy environment in which health services are delivered including the achievement of whole-of-government objectives, contributing to whole-of-government initiatives and leading Commonwealth and State relations.

The position maintains an awareness of current and emerging State and Commonwealth policy issues, processes and proposals, and provides advice, and devises and pursues strategies to advance the State's and WA health system's interests.

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.

Role-specific Responsibilities

Supports the development and achievement of a vision, mission and goals for the WA health system aligned to key stakeholder requirements and in response to external directions and opportunities.

Supports the design and development of long term strategies to meet the priorities of the WA health system and to improve the health and wellbeing of Western Australians.

Leads work to develop policy directions for the WA health system and a strategic vision for Commonwealth/State relations in health, including State objectives and priorities.

Provides systemwide leadership and coordination of the WA health system's contributions to whole-of-government initiatives.

Maintains an awareness of State policy and program objectives, Commonwealth policies and programs, and their inter-relationships with the WA health system.

Assesses and advises on the implications of Commonwealth reforms and programs and Commonwealth and State policy proposals affecting the WA health system.

Liaises with key internal and external stakeholders in the development of long term strategies, and associated to support implementation.

Leads work to develop reform proposals for the WA health system to present to State, Commonwealth and national forums.

Participates in Commonwealth and State discussions regarding the development and implementation of reforms with the aim of shaping outcomes to align with WA health system objectives.

Leads work on the development of submissions and other input to Commonwealth and Commonwealth and State inquiries and processes, ensuring the State's interests are represented and seeks outcomes that will best meet State objectives.

Strategic Analysis, Management and Reporting

Undertakes research and monitors, evaluates and develops policy on strategic matters regarding the health system and provides advice regarding strategic system-wide health policy initiatives and programs.

Provides high level expert advice to the Director General and Executive on strategic issues that impact and affect the delivery of health services.

Identifies and advises on opportunities for the WA health system to pursue its strategic vision, especially in Commonwealth and State relations and advises on risks to the achievement of this vision.

Advises on the State's management of programs to take advantage of opportunities arising under Commonwealth and State arrangements and fulfil Commonwealth and State obligations.

Monitors the implementation of the Government's election commitments and agreed priorities and ensures policies and projects are achieved and deliver outcomes.

Leadership

Leads work within the Department of Health to research, analyse and develop strategies on policy matters and to respond to Commonwealth and State issues and proposals. This will often involve work being undertaken in collaboration with key internal and external stakeholders, health service providers and other WA Government agencies.

Provides strategic direction and leadership to the Directorate, and develops, coaches and manages others to ensure achievement of key deliverables.

Liaison, Representation and Stakeholder Development

Ensures the effective development of working relationships with high level key internal and external stakeholders in the development, implementation and monitoring of a long term strategic plan for the WA health system.

Represents the WA health system in business and professional dealings, on committees and high level forums, this includes representing the State at multi-jurisdictional Commonwealth and State officers' meetings and in discussions with individual jurisdictions.

Liaises, collaborates and negotiates with a broad range of internal and external stakeholders, including cross jurisdictional, regarding policy issues and proposals.

Corporate Responsibilities

Leads by example and promotes integrity and professionalism and encourages these standards in others through a culture of collaboration, openness, respect and empowerment.

Provides effective leadership within corporate policies and procedures, and ensure staff demonstrate expected behaviours, aligned with both departmental and broader public sector Codes of Conduct and legislative requirements.

Ensures allocated human, financial and physical resources for the directorate are managed effectively within policy and budget parameters against agreed targets, performance standards and objectives.

Undertakes 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

Shapes and manages strategy

Helps create organisational strategies that are aligned with government objectives and likely future requirements.

Draws on information and alternative viewpoints and monitors information channels to understand new issues of importance to the government.

Anticipates risks, addresses them quickly and helps others to recognise them.

Achieves results

Monitors and manages resourcing pressures for optimum outcomes.

Defines high-level objectives and ensures translation into practical implementation strategies.

Ensures ideas and intended actions become reality and that planned projects result in expected outputs.

Builds productive relationships

Builds and sustains relationships within the organisation, with the Minister's office, across the public sector and with a diverse range of external stakeholders.

Capitalises on the positive benefits that can be gained from diversity and harnesses different viewpoints.

Exemplifies personal integrity and self-awareness

Operates professionally and within the boundaries of organisational processes and legal and public policy constraints.

Commits to achieving key outcomes for the organisation and uses personal drive, focus and energy to enthuse others.

Communicates and influences effectively

Confidently presents messages in a clear, concise and articulate manner.

Identifies key stakeholders and engages their support. Focuses on the desired objectives and ensures negotiations remain on track.

Desirable Selection Criteria

Tertiary qualification in a relevant discipline.

A detailed knowledge and understanding of Commonwealth and State funding agreements and Commonwealth programs and their interactions with the State health system.

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: