



Job Description Form

HSS REGISTERED

Policy Coordinator

Health Salaried Officers Agreement: Level G6

Position Number: 00013917

Safety Quality and Performance

Women and Newborn Health Service

Reporting Relationships

Executive Director WNHS
Position Number: 00005575



Director Safety, Quality, Performance &
Organisational Culture
Position Number: 00013943



This Position



← Also reporting to this supervisor:

- Accreditation Coordinator
- Performance Review and Audit Coordinator
- Risk Management Coordinator
- Manager Customer Service Unit
- Clinical Practice Improvement Coordinator
- Transfusion Coordinator
- Policy Coordinator

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

Prime Function / Key Responsibilities

Coordinates the development, authorisation, distribution and review of organisational-wide policies, strategies and related matters in consultation with internal and external stakeholders. Provides advice and assists in the monitoring and evaluation of policies to ensure compliance is attained.

Brief Summary of Duties (in order of importance)

1. Policy Coordination

- 1.1. Plan, develop, implement and evaluate policies that will provide organisational support to the Women and Newborn Health Service (WNHS).
- 1.2. Liaise with internal staff including the Executive Director WNHS, external health service providers and other key stakeholders to determine development and review of new and established health service policy.
- 1.3. Manage and maintain the WNHS policy database that tracks expiry/review dates of all policies.
- 1.4. Updates the electronic policy manuals on the WNHS Intranet and HealthPoint and is responsible for notification to all stakeholders of new/revised policies and policy-related recommendations.
- 1.5. Review existing and new policies and practices in accordance with government and departmental objectives.
- 1.6. Assist in the monitoring and evaluation of the impact of WNHS health policy.
- 1.7. Coordinates the review and update of health service policy and conducts queries and reports as required, identifying continuous improvement opportunities.
- 1.8. Represents WNHS on NMHS forums and committees, relating to policy and legislation.
- 1.9. Identify areas of risk in relation to health service policy and escalates to responsible staff within the health service.

2. Legislative Compliance

- 2.1 Liaises with stakeholders to regularly review policy and ensure legislative changes are incorporated into policy.
- 2.2 Monitors and reviews key performance indicators and other compliance measures.
- 2.3 Maintains the Legislative Compliance database using information generated from various external and internal Clinical and Corporate processes and ensures that information is provided in a timely manner as directed.

3. Leadership

- 3.1 Communicates and influences effectively and inspires a sense of purpose and direction aligning operational activities to the organisations objectives
- 3.2 Guides, coaches and develops people through policy standards, delivering constructive, objective feedback in a manner that gains acceptance and achieves resolution
- 3.3 Builds productive relationships through cooperation and partnerships. Encourages the support of relevant stakeholders in negotiations and strives to achieve an outcome that delivers benefits for both parties
- 3.4 Acts professionally and impartially at all times and responds in a positive and flexible manner to change and uncertainty

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 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.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service, WNHS and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Knowledge and understanding of policy development /review and evaluation processes.
2. Demonstrated high level interpersonal, verbal and written communication skills (including report writing) skills.
3. Well-developed analytical, conceptual and problem solving skills.
4. Considerable experience with PC based software packages including databases, spreadsheets, Word and Presentation packages.
5. Excellent organisational skills and ability to prioritise workloads to meet timeframes.
6. Ability to work autonomously.

Desirable Selection Criteria

1. Tertiary qualification in a relevant field.
2. Previous experience in a health environment.
3. Current knowledge and commitment to Equal Opportunity, Disability Services and Occupational Safety & Health and how these impact on employment and service delivery.

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: Caroline Hussey
Signature/HE: 91575
Date: 27/11/2017

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: