

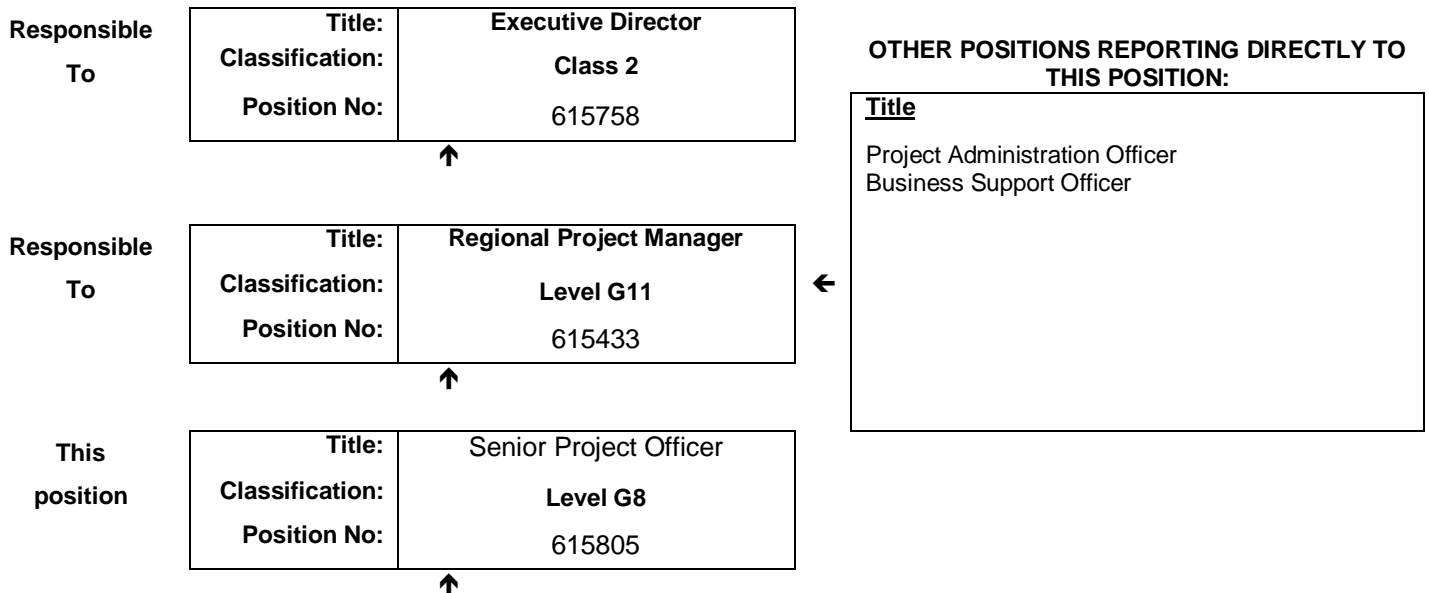


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Central Office			615805
Division:	Innovation & Development		Senior Project Officer
Branch:	Country Health Innovation (CHI)		HSO Level G8
Section:	Program Support Office		Health Salaried Officer Agreement
		Title:	
		Classification:	
		Award/Agreement	

Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision:	← Other positions under control:								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Position No.</td> <td style="width: 70%;">Title</td> </tr> <tr> <td style="text-align: center;">Nil</td> <td></td> </tr> </table>	Position No.	Title	Nil		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Category</td> <td style="width: 40%;">Number</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Category	Number		
Position No.	Title								
Nil									
Category	Number								

Section 3 – KEY RESPONSIBILITIES

Plan, manage and evaluate initiatives and monitor performance against plans. Provide high level business management support including the monitoring and administration of project budgets and performance reporting. Support project teams/working groups and contribute to the achievement of service reform and business change as applicable to programs and services.

The position provides key support to the Program Manager in the area of planning and engagement and is responsible for managing major projects and issues.

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving the experience of health care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do
 Safe, high quality services and information at all times
 Care closer to home where safe and viable
 Evidence based services
 Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.	Project Management & Planning	D	40
1.1	Plan, coordinate, manage and support service and business change projects and initiatives to meet project goals and timelines.		
1.2	Contribute to and implement strategies to achieve service and business reform and change.		
1.3	Develop business cases, performance and evaluation reports, project plans and reports, implementation strategies, tools, processes and systems for the management of the project.		
1.4	Assist with the development of clinical and operational policies and processes for the project.		
2	Risk and Issue Management	W	20
2.1	Monitor and report on risks and issues impacting project outcomes.		
2.2	Develop evaluation strategies and conduct reviews and assessments of project outcomes.		
2.3	Coordinate all project related stakeholder group meetings and any other project related meetings.		
3	Liaison and Representation	D	30
3.1	Develop and maintain effective working relationships with stakeholders and all functional areas of the site with interests in, or which are impacted by the project.		
3.2	Ensure key stakeholders are informed, and where necessary ensure appropriate consultation and negotiation occurs, including education training and marketing where appropriate.		
3.3	Participate as a member of the relevant Project Working Group and/or Project Control Group, and provide accurate and timely reports on progress towards planned outcomes.		
4	Other	W	10
4.1	Develop and maintain reporting standards, prepares written reports and minutes and monitors performance for non-salaried medical practitioner contracts and medical services.		
4.2	Monitor trends and developments and issues, which may impact on the project.		
4.3	Ensure that the Program Manager is kept informed and receives advice and direction from the project executives and sponsors as appropriate.		
4.4	Other duties as directed.		

2.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Project Management expertise including the ability to manage projects with minimal direction.
2. Ability to prioritise work, manage change and achieve agreed project outcomes, including the ability to develop innovative solution to a range of issues.
3. Ability to work in a team with minimal supervision and contribute to the achievement of team goals.
4. Well developed consultation, facilitation and negotiation skills including the ability to establish and maintain effective relationships at all levels.
5. Well developed written communication and report writing skills and excellent interpersonal and verbal communication skills.
6. Demonstrated skills and experience with computer based technologies and software for the management, tracking interpretation and reporting of information.
7. Eligible for / or in possession of a current C or C-A Class drivers licence.

DESIRABLE

1. An understanding of rural health issues and challenges.
2. Qualifications and/ or experience in a relevant field.
3. Knowledge of public health system and government policies and procedures.

Section 6 – APPOINTMENT FACTORS

Location	Perth	Accommodati	As per WACHS Accommodation Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening (CRS) clearance • Successful Pre-Employment Health Assessment • Evidence of a current C or C-A Class drivers licence 		
Specialised equipment operated			

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive Officer

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

Name	Signature	Date Appointed	Date Signed

