

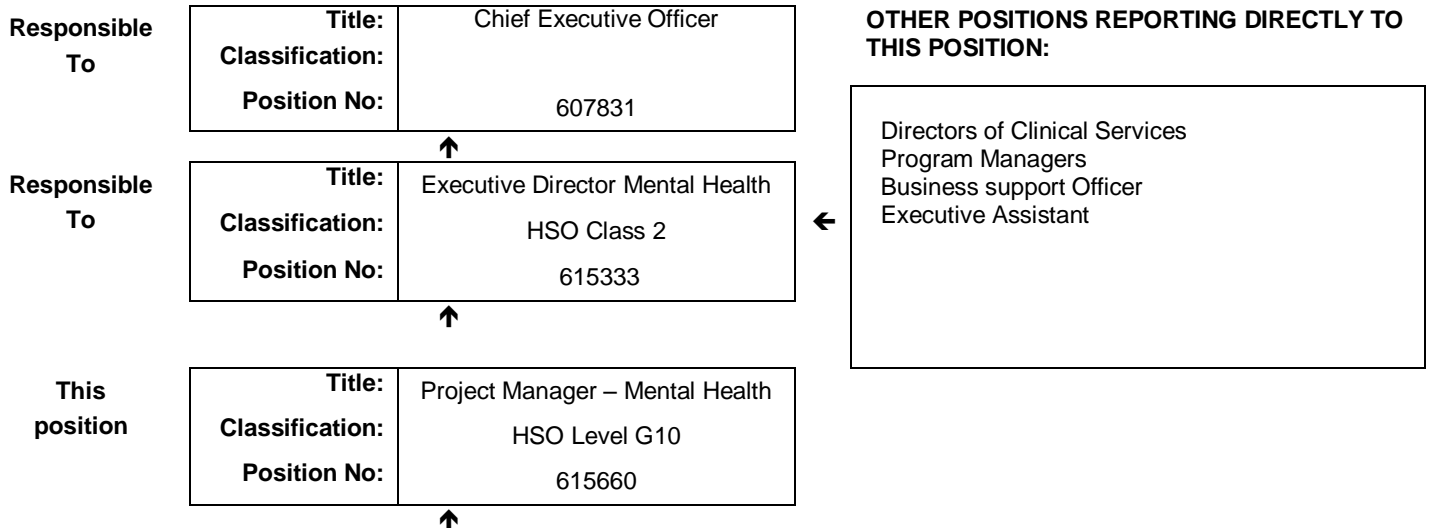


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA County Health Service		Position No:	615660
Division:	Central Office	Title:	Project Manager – Mental Health
Branch:	Mental Health	Classification:	HSO Level G10
Section:		Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision:	← Other positions under control:
Position No. Title	Category Number

Section 3 – KEY RESPONSIBILITIES

Leads and directs complex Mental Health related projects, project teams, programs and resources and their associated implementation, ensuring effective use of resources and implementation and evaluation of outcomes. Responsible for the leadership of project teams. This project will influence change in Mental Health processes and gain positive patient care outcomes across WACHS.

WA Country Health Service – Central Office
15 March 2018
REGISTERED

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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 approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State’s major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, 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.

<p>WA Country Health Service – Central Office 15 March 2018 REGISTERED</p>
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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	Project Management and Leadership		
1.1	Provides program leadership and management of strategies and initiatives related to implementing assigned projects which influence significant change in service delivery in WACHS Mental Health Services.		
1.2	Provides strategic management and leadership to project teams undertaking major, high profile projects to investigate whole of agency issues.		
1.3	Manages the business deliverables of project plans and deploys allocated resources including people, financial, physical and information to meet the Projects obligations, milestones and objectives.		
1.4	In collaboration with Executive Director Mental Health, participates in strategic planning to ensure the provision of an integrated program and suite of projects.		
1.5	Develops system wide responses and advice on key reforms, policies and initiatives impacting WACHS and the Mental Health sector.		
1.6	Participates in the development and implementation of the WACHS policies and procedures.		
1.7	Provides strategic advice to the WACHS Mental Health Executive Advisory Group and other senior WACHS managers and leaders and specialist advice and recommendations to the Executive Director Mental Health in relation to the outcomes of the Gap Analysis and key decision points for the program.		
1.8	Responsible for the preparation of business cases, reports, working and briefing papers to the Executive and Leadership group for projects and programs.		
1.9	Responsible for the management of projects in consultation with key stakeholders, both internal and external, to ensure project outcomes are met.		
1.10	Oversees all human resource management, recruitment and selection processes for the designated projects.		
1.11	Ensures change management plans are developed and implemented to foster the successful implementation of project objectives.		
2.0	Risk Management and Compliance		
2.1	Develops detailed project implementation plans including comprehensive risk analysis and updates plans regularly.		
2.2	Responsible for reporting on the project plan, human, physical and financial resources to the Executive Director Mental Health		
2.3	Ensure relevant project documentation and information management standards are met in line with WACHS and DoH policy.		
2.4	Develops and delivers a program of quality assurance activities in line with the project.		
2.5	Prepares reports, working and briefing papers, presentations, project plans including aspects of risk management and compliance.		
3.0	Consultant and Stakeholder Relationships		
3.1	Provides expert advice to Regional Mental Health Managers and Clinical Directors and key stakeholders on the priorities, risks and implications, and remedial strategies of implementing the project outcomes across WACHS.		
3.2	Convenes, and participates and represents WACHS on relevant (whole of Health or Sector wide) committees, and participates in forums, working and discussion groups to identify and resolve strategic issues relating to the development and implementation of projects.		
3.3	Builds strategic alliances with stakeholders (internal and external) across WACHS by consulting and negotiating to enable development, acceptability and achievement of the projects designated outcomes.		
4.0	Other - Performs other duties as directed		

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. Highly developed project management skills with substantial experience and expertise in managing complex projects and change management systems and tools including demonstrated resource and financial management skills.
2. Proven leadership and management abilities and highly developed planning and organisation skills with a demonstrated ability to lead and manage people and promote an effective team working environment.
3. Well developed communication and interpersonal skills with strengths in relationship building, consultation and negotiation along with a demonstrated capacity to successfully facilitate change.
4. Highly developed conceptual, analytical and problem solving skills, negotiation skills, with a high level of initiative and a proven ability to provide innovative thinking in identifying solutions to complex problems.
5. Demonstrated success in building strategic relationships between industry, and community in the project management of significant projects.
6. Considerable relevant experience including extensive knowledge of Mental Health programs and systems.

DESIRABLE

1. Knowledge of the National and State health policy framework impacting on health services in WA and of health care system.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
3. Relevant tertiary qualifications and/or current relevant Project Management Certification.
4. Possession of current C or C-A driver's licence.

Section 6 – APPOINTMENT FACTORS

Location	Perth	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Ability to undertake regional travel with the possibility of overnight stays 		
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

