

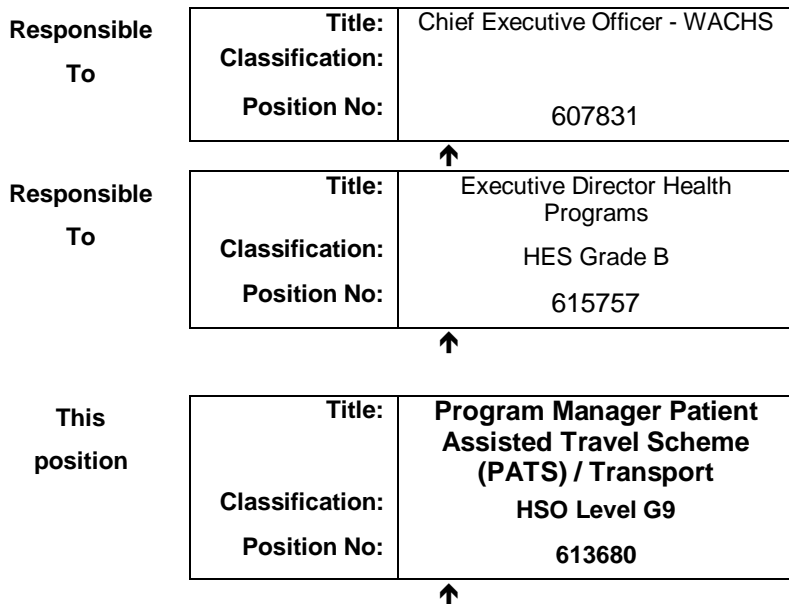


## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

Central Office		<b>Position No:</b>	613680
<b>Division:</b>	Patient Assisted Travel Scheme	<b>Title:</b>	Program Manager Patient Assisted Travel Scheme (PATS) / Transport
<b>Branch:</b>		<b>Classification:</b>	HSO Level G9
<b>Section:</b>	Health Programs	<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS



#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<b>Title</b> Area Director Population Health Area Director Aged Care Program Manager Renal Program Manager Allied Health Area Director Aboriginal Health Strategy Program Manager CHIS Coordinator of Executive Support Program Manager Chronic Conditions
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<b>Positions under direct supervision:</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Position No.</th> <th style="width: 70%;">Title</th> </tr> </thead> <tbody> <tr> <td>TBC</td> <td>Project Officer</td> </tr> </tbody> </table>	Position No.	Title	TBC	Project Officer	<b>← Other positions under control:</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Category</th> <th style="width: 30%;">Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Category	Number		
Position No.	Title								
TBC	Project Officer								
Category	Number								

### Section 3 – KEY RESPONSIBILITIES

Responsible for the leadership and management of the Patient Assisted travel scheme. Provides leadership in the development and implementation of innovative projects to improve the patient journey for country patients.

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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

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
1.0	Manages the development, implementation and evaluation of innovative projects which utilise enhanced technology to improve the patient's journey.		
1.1	Manages the development, implementation and evaluation of policies and programs for PATS.		
1.2	Manages significant projects, policy development or research activities including the preparation or reports, guidelines and submissions, to address access to specialist service issues and determine needs across WACHS.		
1.3	Contributes to the development of innovative and flexible funding and policy responses to rural health issues in liaison with the Australian Government and other agencies.		
1.4	Monitors, evaluates and provides regular reports on program performance and identifies opportunities and advises on improvements.		
1.5	Provides a consultancy service to other parts of the organisation on service development and implementation issues.		
1.6	Maintains an expert awareness of trends and issues at a national and international level in regard to rural health.		
1.7			
1.8	Liaises with staff at all levels of the organisation, other government agencies, State and local authorities and peak bodies or community organisations.		
1.9	Represents the organisation on committees, and working parties as directed.		
1.10	Coordinates the preparation of briefing notes, reports, Ministerial and other correspondence as required.		
1.11	Supervises staff under direct control.		
1.12	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. Demonstrated experience in the research, analysis, formulation and evaluation of policies and guidelines.
2. Highly developed interpersonal communication skills, including the ability to liaise, consult and negotiate with a wide range of internal and external stakeholders.
3. Highly developed written communication skills, including a demonstrated ability to present complex positions.
4. Demonstrated program and project management skills.
5. Demonstrated initiative, conceptual and analytical skills with ability to identify and solve problems using innovative solutions including enhanced technology.
6. Ability to lead a team to meet agreed deadlines with limited supervision.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

**DESIRABLE**

1. Possession of or significant progress towards tertiary qualifications in a relevant health field.
2. Experience in a rural health service environment.

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	Perth	<b>Accommodation</b>	As per WACHS Accommodation Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre- Placement Health Screening clearance</li> </ul>		
<b>Specialised equipment operated</b>			

**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

WA Country Health Service – Central Office  17 January 2019 REGISTERED
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