



HSS Registered December 2017

**Health Services Planner**  
**Health Salaried Officers Agreement: Level G9**  
**Position Number: 005862**  
**Strategy and Executive Services / Clinical Planning**

**Reporting Relationships**

Executive Director, Strategy and Executive Services  
 HSO Level Class 1  
 Position Number: 00006246



Manager Clinical Planning  
 HSO Level G11  
 Position Number: 00005779



**This Position**



← Also reporting to this supervisor:

- Project Coordinator x2 (G10)
- Health Services Planner x2 (G9)
- Senior Project Officer Service Reform x3 (G8)
- Telehealth Manager x1 (G8)

Directly reporting to this position:			Other positions under control
<b>Title</b>	<b>Classification</b>	<b>FTE</b>	•

**Prime Function / Key Responsibilities**

Provides significant contribution to effective planning and reform through consultation, project leadership and/or management as part of the strategic planning and reform cycle and processes of North Metropolitan Health Service (NMHS).

**Brief Summary of Duties (in order of importance)**

**1. Support planning and implementation of clinical reforms**

- 1.1 Manage, undertake and contribute to the efficient and effective delivery of health service planning (planning and area wide strategic or operational planning) and reform for NMHS.
- 1.2 Provide high-level expert advice and support to the Director Strategic Development, the Director Strategy, and NMHS executives, through analysis and assessment of trends and emerging issues within and across the Area, and at the state and national levels in relation to planning and reform.
- 1.3 Contribute to decision making on whole-of-health issues for NMHS.
- 1.4 Research and provide recommendations on alternative service delivery models which are consistent with and supportive of directions of health reform in WA.
- 1.5 On a day to day basis work with and report on progress to identified lead project managers and executive project sponsors including the Director Strategic Development.
- 1.6 Manage, lead or coordinate NMHS clinical planning and/or reform project reference groups, project teams, advisory committees and working parties or similar, to ensure key deliverables are achieved.
- 1.7 Utilise high level project management skills and tools in delivering planning and reform projects.
- 1.8 Maintain effective engagement and liaison with health professionals, health service managers, WA Health/Department of Health areas and officers, health consumers and other health industry stakeholders with respect to the planning or reforms being undertaken.
- 1.9 Contribute to the development, implementation and evaluation of the WA Health Clinical Services Framework and the NMHS Service Level Agreement to meet current and future clinical needs of the population of the NMHS in accordance with the state and national health reform priorities.
- 1.10 Maintain sound current knowledge of relevant Government policies, procedures, practices and performance targets in order to incorporate and reflect these in clinical planning and reform projects.

**2. NMHS Governance, Safety and Quality Requirements**

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

**3. Undertakes other duties as directed.**

- 3.1 Prepare responses to Parliamentary Questions, briefing notes and general correspondence on project activities and relevant initiatives as directed.
- 3.2 Represent the Unit and NMHS on committees as required.
- 3.3 Participate in a continuous process to monitor, evaluate and develop the Unit's performance.
- 3.4 Perform other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrated knowledge and proven ability to develop manage and implement health service plans and reform projects.
2. Proven high order project management skills and a demonstrated ability to identify priorities and achieve outcomes within agreed project timeframes.
3. Excellent interpersonal and communication skills including report writing, negotiation and consultation with a wide range of stakeholders, oral presentation and facilitation skills.
4. A sound and current understanding of national and state-wide strategic directions in health service planning, reforms, policy and delivery.
5. Excellent analytical, conceptual, problem solving and organisational skills.
6. Experience in utilising and interpreting health data and information to support planning, reform and inform health policy advice.
7. Current "C" or "C.A." class drivers licence

### Desirable Selection Criteria

1. Post-graduate qualifications in health planning, health management or related area or enrolment in same.
2. Experience in health care delivery, clinical planning and/or clinical service redesign
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Evidence of a current "C" or "C.A." class driver's licence.
- 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: Paola Morellini  
Signature/HE:06218  
Date: 28 Nov. 17

### Dept./Division Head

Name: Sylvia Meier  
Signature/HE:72991  
Date:

### Position Occupant

Name:  
Signature/HE:  
Date:

Created on:

Last updated on: 28/12/2017

Registered by HSS HE98077