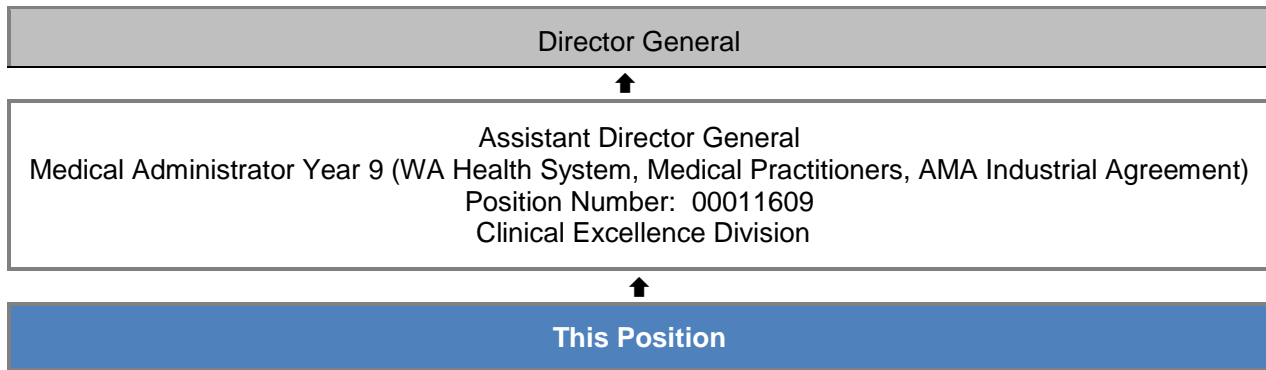




## POSITION DESCRIPTION

<b>Position Number</b>	00014528
<b>Position Title</b>	Chief Allied Health Officer
<b>Classification</b>	Class 2 (non SES)
<b>Division</b>	Clinical Excellence
<b>Directorate</b>	Office of the Chief Allied Health Officer
<b>Award</b>	Public Service and General Officers CSA General Agreement
<b>Site Location</b>	East Perth

## REPORTING RELATIONSHIPS



Directly reporting to this position:

<b>Title &amp; Position Number</b>	<b>Classification</b>	<b>FTE</b>
Policy Officer, 00001754	PSO; Level 6	1.00
Policy Officer, 00008032	PSO; Level 6	1.00
Administrative Assistant, 00001724	PSO; Level 2	1.00
Senior Policy Officer, 000001328	PSO, Level 7	1.00
Senior Policy Officer, 00001576	PSO Level 7	1.00
Clinical Advisor	MP	0.2
Clinical Advisor	MP	0.2

## ORGANISATIONAL ENVIRONMENT

The Department of Health, led by the Director General, has been established as the System Manager responsible for the overall strategic direction, management and performance of the Western Australian (WA) public health system to ensure the delivery of high quality, sustainable, safe and timely health services.

The WA public health system employs approximately 43,000 dedicated staff who ensure the health wellbeing of the State's population throughout the metropolitan, regional and remote areas of WA. The WA health system as a single health entity covers an area covering approximately 2.5 million square kilometres.

The foundations that underpin essential services to the community include: supporting our workforce; robust standards for the delivery of high quality and safe care, and optimal patient and community experience; sound financial management and clinical performance; supporting our workforce; infrastructure and information and communications technology (ICT) delivery; and supporting and

enhancing research and innovation.

## KEY RESPONSIBILITIES

The purpose of this role is to provide leadership and strategic direction for Western Australia's allied and health science workforce to ensure there is a capable and contemporary allied and health science workforce to meet current and future needs of the community of Western Australia.

The Chief Allied Health Officer provides high level, specialist advice in relation to state and national workforce reform agendas impacting on Western Australia's allied and health science workforce.

The position also leads, implements and evaluates policy and strategies for workforce reform, innovative models of care, education and training, and research.

## BRIEF SUMMARY OF DUTIES

*This section outlines the results and outcomes required of an individual in this position.*

**Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.**

### Role-Specific Responsibilities

Serves as a central point in the WA public health system for action on statewide and national issues relating to allied health and health science services and professions.

Acts as principal adviser to the Director General and Minister for Health on all allied health and health science matters, in particular high level policy issues, significant trends and best practice.

Represents WA public health system on the National Allied Health Chief Advisors forum and National Allied Health Leadership Forum, as required.

Works collaboratively to identify major issues impacting allied health and health science services within the WA health system, and provides strategic and effective leadership to address these issues.

Takes a lead role in encouraging innovation across the allied health and health science workforce through skill-sharing, professional development programs and networking.

Engages in the development, implementation, monitoring and review of system-wide policy to meet current and future health service delivery needs.

Leads the development of workforce planning strategies to promote a sustainable workforce within the WA public health system.

Promotes the value of each of the allied health and health science professions, and also the integrated, multi-disciplinary approach these professions have to service provision, and recognition of the importance of this approach across sectors.

Develops the allied health and health science scopes of practice to promote sustainability and improved continuity of patient pathways (including across aged care, disability and community sectors).

Contributes to the design and development of models of care to progress the broad professional interests of allied health and health science professions and contribute to the health reform agendas.

### Strategic Analysis, Management and Reporting

Facilitates the analysis of international and national trends in the delivery of allied health and health science services.

Informs the strategic direction for the allied health and health science workforce across the WA public health system.

Develops and implements procedures for the evaluation and review of allied health and health

science services.

Provides strategic direction to, and oversight of, professional development programs to ensure consistency of underlying principles with those of the Department of Health.

Ensures the Department of Health, as System Manager, has appropriate policies, standards, services, systems and processes in place to support the achievement of strategic objectives, national and state performance targets.

### **Leadership**

Leads the delivery of specific system-wide strategic projects for the WA Department of Health.

Provides strategic direction and leadership on policy, planning and implementation issues across the Directorate, consistent with the Departmental objectives.

Develops, coaches and manages others within the Directorate and the wider WA public health system to ensure achievement of key deliverables.

Takes a lead role in encouraging innovation across the allied health and health science workforce through skill sharing, professional development programs and networking.

### **Liaison, Representation and Stakeholder Development**

Maintains professional networks and professional relationships with national counterparts and allied health and health science organisations within the state, nationally and internationally.

Proactively develops strategic networks and fosters collaboration at the state, national and international levels to promote learning and access to best practice and innovation across the system.

Develops and maintains strong relationships with Health Service Providers to successfully implement system level reforms.

Works across other government agencies to implement multi-agency strategic priorities.

Works with a wide range of internal and external stakeholders to consistently improve the quality of services delivered to the WA community.

Represents the WA health system as a subject matter expert in business and professional dealings, and on committees and high level forums.

Represents relevant professions on policy and strategy matters across the Department of Health and the Minister for Health.

### **Corporate Responsibilities**

Leads by example and promotes integrity and professionalism and encourages these standards in others through a culture of collaboration, openness, respect and empowerment.

Provides effective leadership aligned to corporate policies and procedures, and ensures staff demonstrate expected behaviours, aligned with both departmental and broader public sector Codes of Conduct and legislative requirements.

Ensures allocated human, financial and physical resources for the directorate are managed effectively within policy and budget parameters against agreed targets, performance standards and objectives.

Undertakes other duties as required.

## WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

### Essential Selection Criteria

#### Shapes and manages strategy

Helps create organisational strategies that are aligned with government objectives and likely future requirements.

Draws on information and alternative viewpoints and monitors information channels to understand new issues of importance to the government.

Effectively uses data to inform decision-making.

Anticipates risks, addresses them quickly and helps others to recognise them.

#### Achieves results

Monitors and manages resourcing pressures for optimum outcomes.

Defines high level objectives and ensures translation into practical implementation strategies.

Ensures ideas and intended actions become reality and that planned projects result in expected outputs.

#### Builds productive relationships

Builds and sustains relationships within the organisation, with the Minister's office, across the public sector and with a diverse range of external stakeholders.

Capitalises on the positive benefits that can be gained from diversity, and harnesses different viewpoints.

#### Exemplifies personal integrity and self-awareness

Operates professionally and within the boundaries of organisational processes and legal and public policy constraints.

Commits to achieving key outcomes for the organisation and uses personal drive, focus and energy to enthuse others.

#### Communicates and influences effectively

Confidently presents messages in a clear, concise and articulate manner.

Identifies key stakeholders and engages their support. Focuses on the desired objectives and ensures negotiations remain on track.

#### Professional requirements

Eligibility for registration with the relevant professional registration board, or eligibility for membership/accreditation with the relevant professional association.

#### Tertiary qualification in a relevant discipline

#### Appointment Factors

- Successful 100 point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity check.

## CERTIFICATION

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

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: