



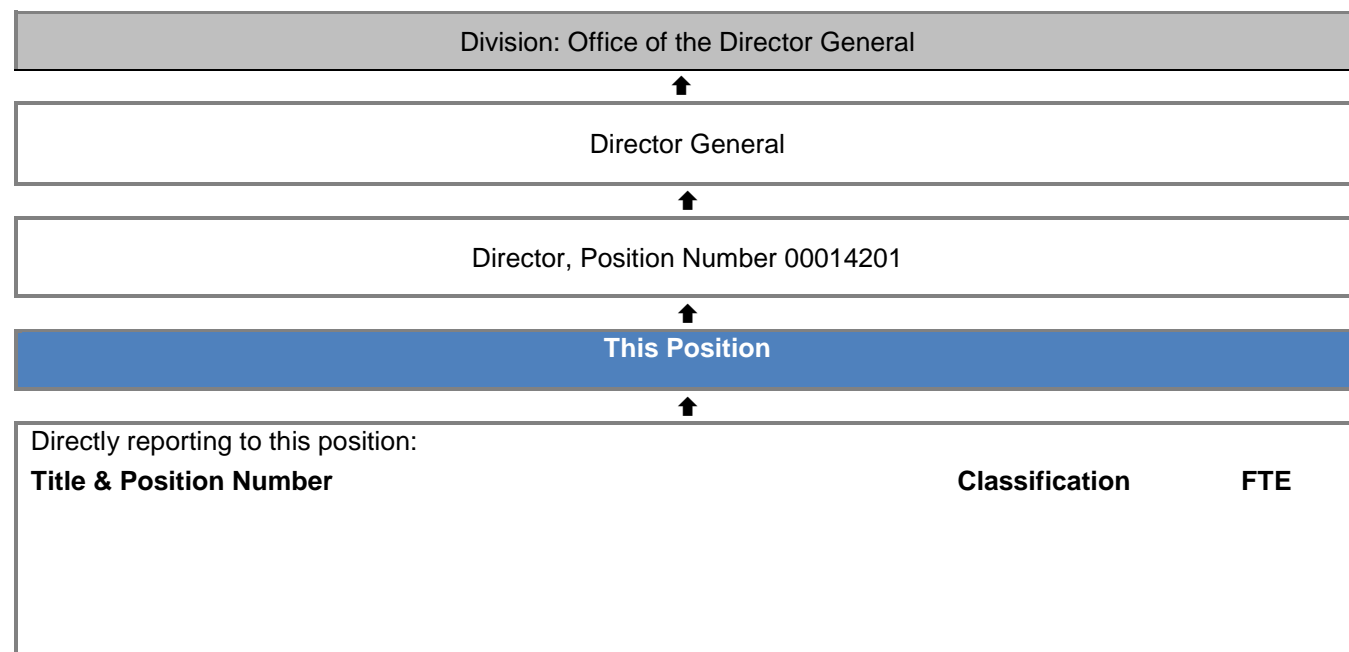
POSITION DESCRIPTION

Position Number	00009608
Position Title	Principal Project Officer
Classification	Level 8
Division	Office of the Director General
Directorate	
Branch	
Position Status	Permanent
Award	Public Service and Government Officers General Agreement
Site Location	East Perth

ORGANISATIONAL ENVIRONMENT

Our Vision	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
Our Mission	To lead and steward the WA health system.
Our Values	Respect, Excellence, Integrity, Teamwork, Leadership

REPORTING RELATIONSHIPS



KEY RESPONSIBILITIES

Coordinates and undertakes special projects and other work programs within the Office of the Director General.

Provides expert strategic advice to the Director and the Director General regarding current, evolving or emerging issues to facilitate executive decision-making.

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.

Co-ordinates special projects and other work programs for the Office of the Director General.

Analyses, evaluates and reports on progress and outcomes of implemented projects and initiatives.

Undertakes specific projects and reviews including conceptual planning, background research, preparation of planning documents and briefing reports and advises on progress of assigned work.

Contributes to the Office of Director General's strategic planning processes.

Represents the Office of Director General on relevant committees and sub-committees.

Develops governance and risk analysis requirements, including setting up charters and terms of reference and associated activities for executive committees undertaking strategic reviews.

Consults closely with senior health officers to facilitate the effective development and implementation of strategies and programs.

Performs other duties as directed.

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

- Substantial experience in the planning, analysis, development, management and evaluation of project and program initiatives.
- Excellent oral and written communication and interpersonal skills, including the ability to negotiate effectively at all levels.
- Demonstrated ability to lead and manage people and promote an effective team working environment.
- Demonstrated experience in developing and maintaining strategic working relationships to achieve identified outcomes
- Excellent conceptual and analytical skills, with a high level of initiative and a proven ability to provide innovative thinking in identifying solutions to complex problems.

Desirable Selection Criteria

- Demonstrated knowledge of government policies, processes and priorities.

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: