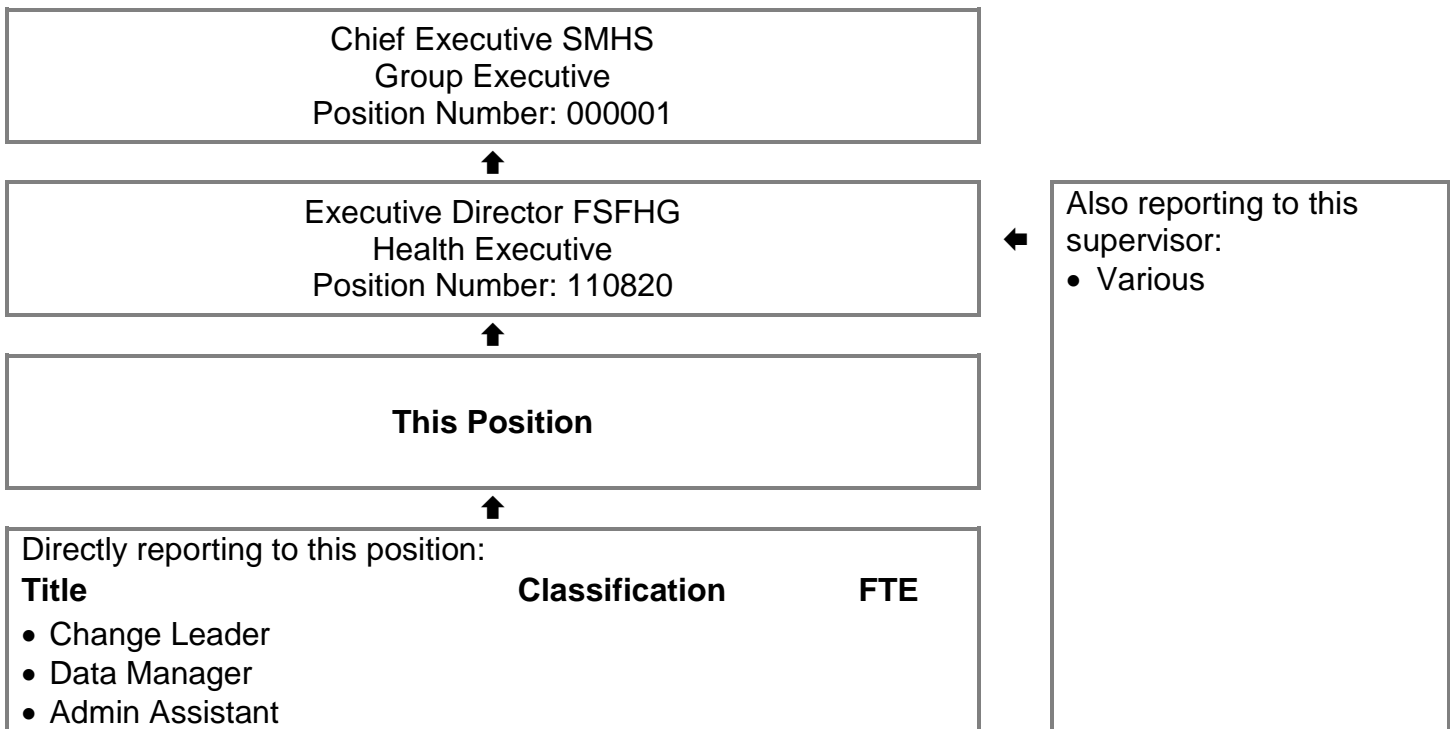




**HSS REGISTERED**

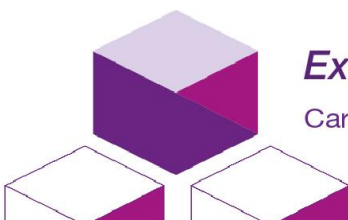
**Manager Culture and Change**  
**Health Salaried Officers Agreement: HSO Level G10**  
**Position Number: 115162**  
**Department / Centre / Division**  
**Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service**

**Reporting Relationships**



**Key Responsibilities**

This position will be required to will support all ongoing clinical, culture and corporate reform. As a member of the senior management team this position will contribute to the achievement of FSH and South Metropolitan Health Service (SMHS) performance objectives through the development and implementation of strategic and operational plans and policy and service improvement strategies. This will include leadership of service redesign and ongoing change management.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

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

### 1. Organisational Culture

- 1.1 Supports the Executive Director and the Executive in the embedding and enhancement of a patient focused, engaged and performance driven culture with a high level of accountability.
- 1.2 Leads and directs the ongoing development and implementation of a strategy based on organisational culture (including the FSH Integrated Team Culture Program) in order to achieve the strategic priorities and hospital clinical and business key outcomes.
- 1.3 Designs and delivers programs that increase the leadership capacity and capability within FSH.
- 1.4 Works with Human Resources to develop recruitment and marketing programs that reflect the culture and values of FSH.
- 1.5 Works with Education and Development to ensure Orientation Programs include strategies to embed the FSH culture and values.
- 1.6 Promotes the translation of organisational values to behaviours across FSH and that these are identified in induction programs, professional development plans and performance management programs.
- 1.7 Maintains an expert awareness and sound current knowledge of industry research, trends, issues and developments in relation to organisational culture and development and leadership developments

### 2. Service Innovation and Change

- 2.1 Provides leadership to manage and support work redesign teams to carry out analysis and redesign using specified methodologies to achieve functional and organisational change.
- 2.2 Supports innovation and change projects at a local level.
- 2.3 Develops detailed project implementation plans including comprehensive risk analysis for hospital wide projects.
- 2.4 Initiates and analyses research to determine clinical best practice; initiates, implements and evaluates best practice activities that support the delivery of appropriate clinical care in area of specialty.
- 2.5 Uses effective change management strategies in the implementation of clinical redesign and patient flow strategies hospital wide.
- 2.6 Provides reports as required to support the presentation of FSH change programs to the Executive, SMHS and DOH.

### 3. Informatics

- 3.1 Initiates the analysis of data to drive service reform across the organisation
- 3.2 Provides leadership for the ongoing development of clinical ICT systems across FSH and ensures that work practices are enhanced by these developments.
- 3.3 Assists the Education Directorate in strategic oversight for on-going ICT training reflecting best practice clinical workflows across the organisation

### 4. Strategic Leadership

- 4.1 Provides strategic advice to the Executive Director, FSH regarding Organisational Culture within FSH and future innovation and change needs.

### 5. Consultation and Liaison

- 5.1 Sound working relationships and networks are established and maintained with key stakeholders within the Facilities Management Contractor, SMHS, the Department of Health and relevant external agencies, including the Commonwealth.
- 5.2 Represents FSH where appropriate at key meetings aligned with job roles.
- 5.3 Ensure ongoing effective patient, staff and community engagement

#### SMHS Job Description Form

### **6. SMHS Governance, Safety and Quality Requirements**

- 6.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision
- 6.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 6.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 6.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 6.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 6.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### **7. Undertakes other duties as directed.**

**Work Related Requirements**

**Essential Selection Criteria**

1. Considerable experience in shaping and managing strategy that includes the ability to focus strategically by aligning business and strategic priorities.
2. Experience in managing service improvements in patient safety and quality, and risk management.
3. Demonstrated understanding, skills and knowledge in the implementation of effective change management programs and reform strategies
4. Highly developed interpersonal skills that promotes, establishes and maintains positive working relationships with colleagues and with diverse groups of people.
5. Highly developed negotiation skills that brokers and gains cooperation with multiple stakeholders from different backgrounds
6. 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 Selection Criteria**

1. A relevant Tertiary qualification.

**Appointment Prerequisites**

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- 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	Signature	or	HE Number	Date
Dept. / Division Head Name	Signature	or	HE Number	Date

**As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

Occupant Name	Signature	or	HE Number	Date
Effective Date				

**HSS Registration Details (to be completed by HSS)**

Created on	Last Updated on
	June 2019