



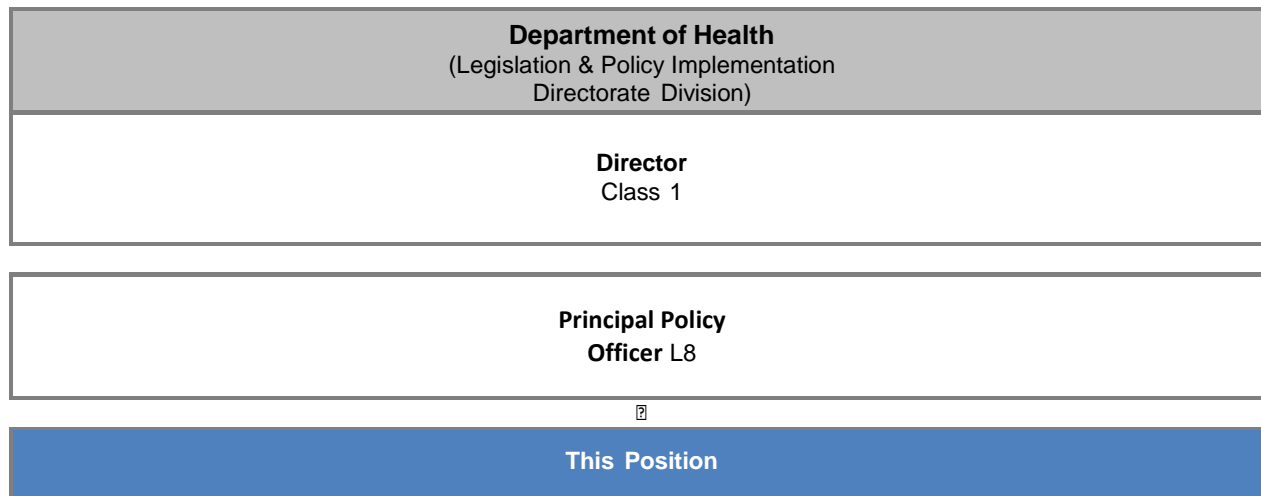
POSITION DETAILS

Position Title	Senior Project Officer	Position Number	00013442
Classification	PSO Level 6	Position Status	Permanent
Award	Public Service and Government Officers General Agreement	Site Location	East Perth

ORGANISATIONAL ENVIRONMENT

Our Focus	The Department of Health as system manager oversees the delivery of high-quality health care to Western Australians. Our goal is to make sure that the health services provided are available to those people who need them most, and serve to improve the health and wellbeing of those whose need is greatest.
Our Values	Care, Respect, Excellence, Integrity, Teamwork, Leadership
Our Measures of Success	Our mission is to improve, promote and protect the health of Western Australians by the following four Strategic Intent Pillars: <ol style="list-style-type: none"> 1. Caring for individuals and the community 2. Caring for those who need it most 3. Making best use of funds and resources 4. Supporting our team

REPORTING RELATIONSHIPS



Directly reporting to this position: NIL		
Title & Position Number	Classification	FTE
Title, Position Number	Award; Level	FTE
Title, Position Number	Award; Level	FTE

KEY RESPONSIBILITIES

The Senior Project Officer is responsible for the delivery of their function, whilst providing advice and consultation to internal and external stakeholders. Individuals at this level are self-motivated and driven professionals who support an innovative approach to their work.

In this role you are expected to develop, manage and undertake key strategic policy projects for the Legislation and Policy Implementation (LPI) Team. Formulate project plans for the management and implementation of these initiatives. Provide high level policy advice and take responsibility for ensuring the appropriate analysis and interpretation of best practice models, initiatives, programs and plans in policy development within a health context.

BRIEF SUMMARY OF DUTIES

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

PROJECT MANAGEMENT

1. Develop, manage and undertake key strategic policy projects on a daily basis.
2. Regularly formulate project plans for the management and implementation of these initiatives.
3. Regularly develop systems and processes to monitor, evaluate and report on the outcomes of health reform projects.
4. Provide specialist advice daily on the formulation and coordination of all state-wide health projects, guidelines and policies.
5. Take responsibility for research, analysis and evaluation of health initiatives.
6. Prepare policies, reports, correspondence and briefing notes and coordinate responses to enquiries and letters daily.
7. Undertake specific projects relating to the development and review of health policy associated with the WA health system.
8. Undertake specific reviews of existing policies and programs and practices for compliance with and achievement of government and health system objectives.
9. Liaise with health clinicians, health services, other departments, non-government sector, private sector and other relevant stakeholders to assist with the development, implementation and evaluation of health policy.
10. Maintain an awareness of relevant trends and issues in health delivery nationally and internationally.
11. Undertake other duties as directed.

STAKEHOLDER ENGAGEMENT AND MANAGEMENT

12. In consultation with the Director develop frameworks for consultation and engagement with health service providers and other relevant stakeholders.
13. Develop and maintain effective relationships and networks with key stakeholder groups both within and external to the WA health system to support the endeavors of the System Manager.
14. Maintain a client focus by ensuring that customer needs are met in a professional and timely manner.

OTHER

15. Develop and extend own professional and work related knowledge.
16. Maintain an awareness and understanding of national and international legislation, research and priorities and identify trends and developments that may impact on the WA health system.

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.

Shapes and manages strategy	<ul style="list-style-type: none"> - Supports shared purpose and direction - Thinks strategically and understands strategic objectives, trends and factors that may influence work plans and goals - Shows judgment, intelligence and common sense and is innovative in identifying and implementing improved work practices
Achieves results	<ul style="list-style-type: none"> - Substantial experience in policy writing and formulation - Demonstrates project management skills including monitoring, evaluating and reporting on project outcomes and takes responsibility for managing projects to achieve results - Deals positively with uncertainty and copes with a changing environment
Builds productive relationships	<ul style="list-style-type: none"> - Nurtures internal and external relationships to build relationships with stakeholders, team members, and colleagues - Listens to, understands and recognises the needs of others - Values individual differences and diversity and explores contributions and encourages diverse views
Exemplifies personal integrity and self-awareness	<ul style="list-style-type: none"> - Demonstrates public service professionalism, probity and accountability - Engages with risk and shows personal courage by constructively challenging issues and discussing alternatives to progress - Commits to action, applies self with energy and drive and commits to meeting the objectives and follows up to finalise work - Demonstrates self-awareness and a commitment to personal development, communicating and acting on strengths and development needs
Communicates and influences effectively	<ul style="list-style-type: none"> - Communicates clearly in a concise articulated manner - Listens, understands and adapts to audience - Negotiates and advocates persuasively - High level report writing and oral presentation skills
Skills and Experience	<ul style="list-style-type: none"> - Significant relevant experience - Proven ability to perform duties and specific knowledge per discipline

Desirable Selection Criteria

- Qualification in relevant health, management or business administration discipline
- PRINCE2 practitioner certification or relevant project management qualifications and experience
- Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

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.

BRANCH/DIVISION HEAD

Name	Signature	Date
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DIRECTOR GENERAL

Name	Signature	Date
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As Occupant of the position I have read and understood the requirements of my role as detailed in this document, and also understand that my duties may evolve and change within reason over time and in line with the needs of the Department of Health.

Name	Signature	Date
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