



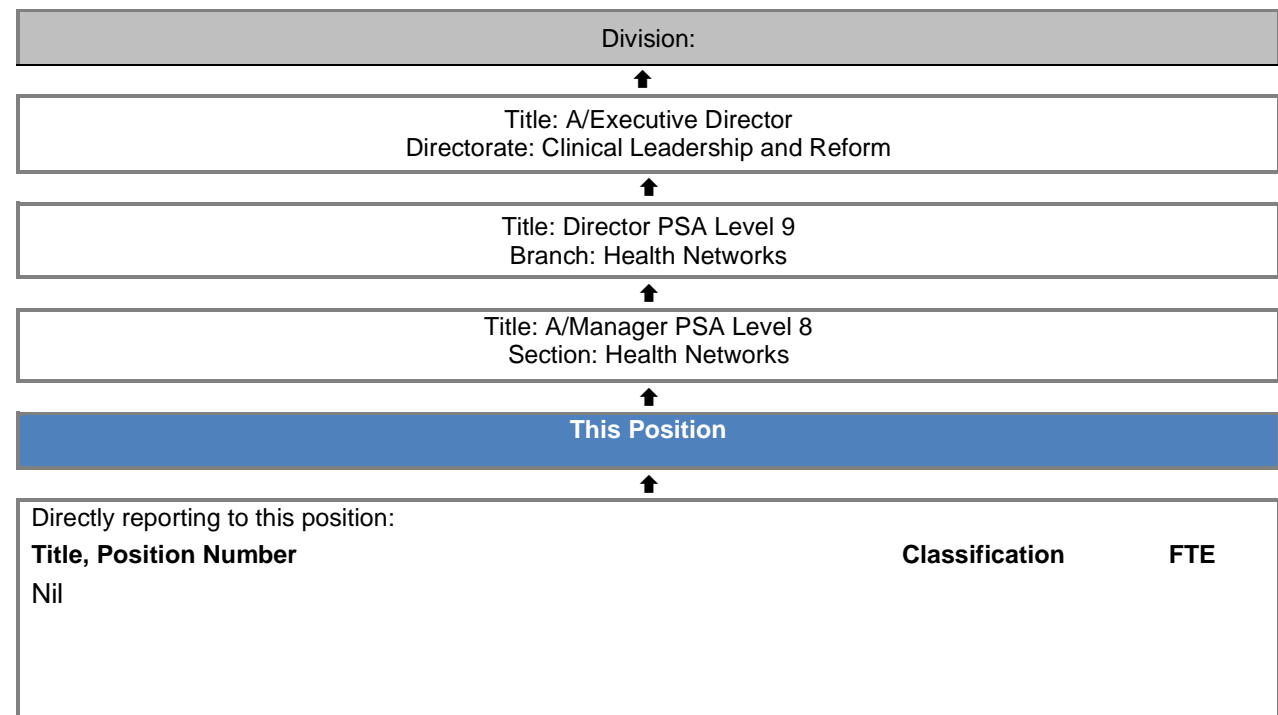
POSITION DESCRIPTION

Position Number	00001764
Position Title	Senior Policy Officer
Classification	Level 6
Division	System Policy and Planning
Directorate	Clinical Leadership and Reform
Branch	Health Networks
Position Status	Temporary
Award	Public Service Award
Site Location	189 Royal Street 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

Provides project monitoring and executive support to project steering committees to assist in meeting the objectives of the health networks. Supports health network project teams, directs and facilitates the development of project concepts and implementation strategies. Provides risk assessment and management advice on the potential risks, benefits, costs and State-wide impact of key reform initiatives in relation to proposed initiatives and strategies.

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.

Provides project monitoring and executive support to project steering committees and project teams.

Assists and collaborates with key stakeholders in the preparation of reports and in the development and maintenance of analytical resources.

Coordinates, facilitates and monitors the implementation and progress of actions arising from key reform projects and health networks.

Provides risk analysis and strategies advice for project committees. Identifies and analyses potential risks, benefits, costs and impact on the WA Health system in relation to proposed initiatives and strategies.

Researches issues of significance to the clinical reform agenda and maintains an expert awareness of key reform initiatives nationally and internationally.

Prepares responses to Parliamentary Questions, briefing notes and general correspondence on project activities and initiatives for the Manager, Director, Executive Director Clinical Leadership and Reform, Assistant Director Clinical Excellence Division, Director General and Minister for Health.

Contributes as a team member to strategic planning and business development of the Health Network Development Team and the Directorate.

Represents the Branch and Department on committees as required.

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

1. Relevant knowledge of project management principles and a demonstrated ability to achieve outputs within demanding time schedules and with limited supervision.
2. Excellent interpersonal, verbal and written communication skills, including demonstrated report writing.
3. Excellent analytical, conceptual, problem solving skills.
4. Experience in policy development and / or review including sound knowledge of current clinical issues affecting health service delivery.

Desirable Selection Criteria

1. Understanding of the health industry, health determinants and of current population health issues.
2. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
3. Tertiary degree qualifications in Health, Social Sciences or equivalent.

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: Kate Baxter	NAME: Megan Burley
SIGNATURE:	SIGNATURE:
DATE:	DATE: