

HSS REGISTERED

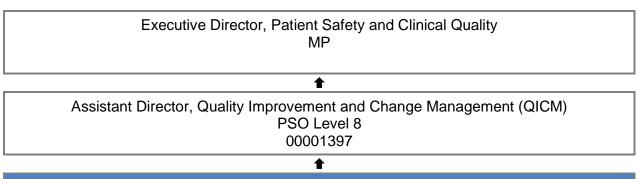
POSITION DETAILS

Position Title	Program Officer	Position Number	00001400
Classification	Level 5	Employment Status	Permanent
Award	Public Service and Government Officers General Agreement	Location	East Perth

ORGANISATIONAL ENVIRONMENT

Our Focus	The Department of Health oversees the delivery of high-quality health care to Western Australians. Our goal is to make sure that the health services we provide 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: 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 out team 	

Reporting Relationships



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

KEY RESPONSIBILITIES

The Programs Officer provides project management services and assists in undertaking research and developing clinical policy and programs to facilitate the implementation of clinical governance across the WA health system in consultation with the Department of Health and hospitals and health services. Identifies, develops and evaluates strategies within the health system to enhance the system wide establishment of clinical best practice in WA. The Program Officer provides advice about health data and its analysis and interpretation to departmental staff, health services providers and external agencies as appropriate.

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.

- 1. Assists with the development and implementation of safety and quality policies for health services across the WA health system.
- 2. Provides advice to departmental staff, health services providers and external agencies as appropriate in relation to the analysis and interpretation of health data.
- 3.
- 4. Coordinates and manages all aspects of safety and quality projects, from inception and the development of project plans and briefings, through to procurement and post implementation evaluation.
- 5. Provides expert advice and Executive Officer support to project committees, including the development of business cases, preparation of contract documentation, liaison with stakeholders and monitoring, evaluating and reporting on projects to ensure contractual obligations are met in accordance with project costings, timeliness, quality and scope.
- 6. Oversees the financial management of projects including the monitoring and evaluating project expenditure and preparation of financial reports in accordance with Government policy.
- 7. Undertakes policy research and analysis into quality and safety issues within the WA health system as required for the identification, development and evaluation of clinical governance and other safety and quality policies and programs in the WA health system.
- 8. Undertakes other priority research projects as directed by the Assistant Director, Quality Improvement and Change Management Unit and Executive Director Patient Safety and Clinical Quality Division.
- 9. Prepares reports for the Assistant Director, Quality Improvement and Change Management Unit, Executive Director Patient Safety and Clinical Quality Division and the Director General and relevant Committees on key policy issues.
- 10. Contributes to the development of State-wide clinical governance and other safety and quality policies and programs to enhance the safety and quality of health services in WA.
- 11. Assists with the planning, development, implementation and evaluation of education programs for stakeholder groups to facilitate the implementation of safety and quality policies across the WA health system.
- 12. Organises and facilitates seminars, conferences and workshops for stakeholders to support the development and implementation of State-wide Clinical Governance Policies and Programs.
- 13. Contributes to the strategic direction of the Quality Improvement and Change Management Unit and participating as a member of the team.
- 14. Other duties as required.

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. Demonstrated high level interpersonal, verbal and written communication skills (including report writing) skills and negotiation and conflict resolution skills.
- 2. Demonstrated data management skills with an understanding of using data in a health setting.
- 3. Demonstrated experience of techniques and processes relating to policy development, implementation and evaluation.
- 4. Sound knowledge of project management principles and techniques.
- 5. Demonstrated high level conceptual and analytical skills.

Desirable Selection Criteria1. Knowledge of safety and quality issues at the National and State health levels.

- 2. Tertiary qualifications in Health Information Management or Social Science or related discipline.
- 3. 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

Name

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

BRANCH/DIVISION HEAD		
Name Professor Gary Geelhoed	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.

Signature	Date
Signature	Dale