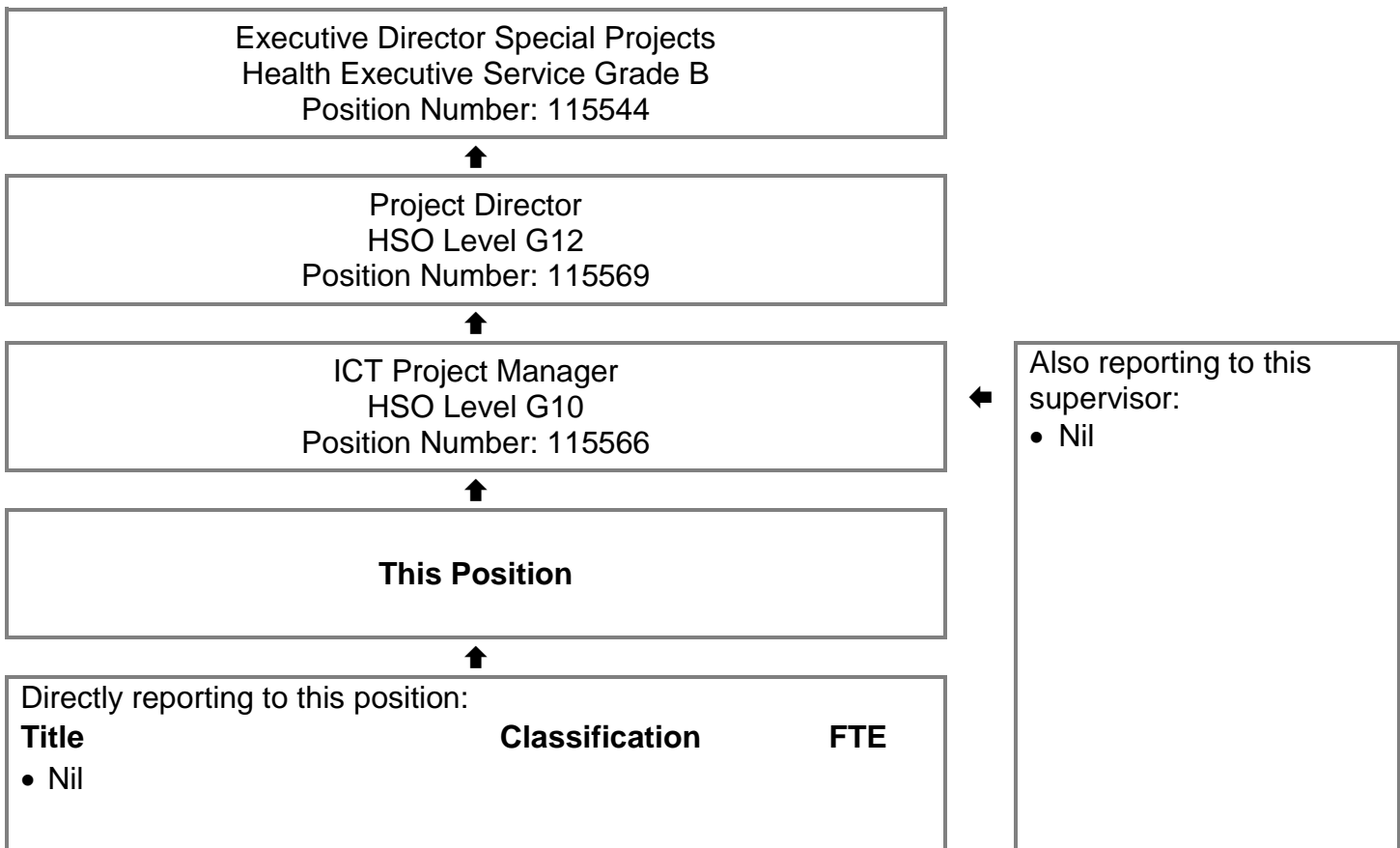




HSS REGISTERED

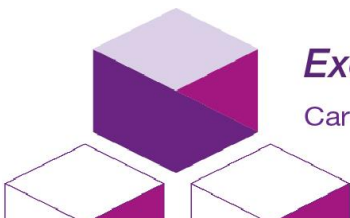
Senior Project Officer ICT
Health Salaried Officers Agreement: HSO Level G8
Position Number: 115560
Special Projects
South Metropolitan Health Service

Reporting Relationships



Key Responsibilities

Responsible for the management of a range of ICT related projects and procurements within the South Metropolitan Health Service (SMHS) including preparing business cases, procurement plans, tender specifications and tender evaluation reports. Liaises with Health Support Service staff and other stakeholders to facilitate the efficient procurement of ICT goods and services in accordance with State Supply Commission and health service requirements, and manages ICT projects aimed at reducing the total cost to Government with regard to ICT health service contracts.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Project Management

- 1.1 Maintains effective liaison with senior officers within government and the Health System Manager.
- 1.2 Develops business cases, project plans, implementation strategies, tools, processes and systems for the management of the project.
- 1.3 Drafts and reviews ministerial correspondence, reports, submissions, discussion papers and other correspondence as required.
- 1.4 Assists with project planning, project management, delivery and contracting to achieve project outcomes.
- 1.5 Undertakes research and analysis of information that informs strategic decision making to achieve government and health system objectives.
- 1.6 Monitors and reports on risks, issues and developments that may impact on project outcomes.
- 1.7 Develops evaluation strategies and conducts reviews and assessments of project outcomes.
- 1.8 Develops governance and risk analysis requirements for realignment work, including setting up charters, Terms of Reference and associated activities for executive committees undertaking strategic reviews.
- 1.9 Prepares briefings, reports, ministerial correspondence and analytical documents specific to portfolios.
- 1.10 Convenes project committees as required.

2. Contract Development and Management

- 2.1 Develops high risk ICT contracts; including procurement planning, tender documentation and evaluation and contraction formulation.
- 2.2 Provides specialist advice on ICT contract development and management issues.
- 2.3 Conducts business planning and scopes each allocated project, including identifying and progressing new contract development opportunities.
- 2.4 Translates strategic investment plans into annual service plans for, localities, populations, non-government organisations and clinical programs.
- 2.5 Manages high risk contracts, including the development of contract management plans.
- 2.6 Contributes to the development and maintenance of a best practice contract management framework for ICT Contracting.
- 2.7 Ensures resource allocation principles, including cost efficiency, effectiveness and quality are maintained in decision making and reflected in provider agreements.
- 2.8 Establishes sound networks and negotiates, consults and manages relationships with ICT providers and other key stakeholders.
- 2.9 Develops health investment plans for portfolios, which incorporate Child and Adolescent Health Service (CAHS) strategic plans, and address localities, populations and clinical programs.

3. Stakeholder Engagement and Management

- 3.1 In consultation with the Project Director, develops communication frameworks for consultation and participation with key internal and external stakeholder groups.
- 3.2 Develops and maintains effective relationships and networks with key internal and external stakeholder groups.
- 3.3 Participates as a member of relevant working groups etc. and provides accurate and timely reports on progress towards planned project objectives.
- 3.4 Facilitates stakeholder engagement and negotiation at all levels relating to the design, development and implementation of project requirements.

4. SMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Substantial demonstrated experience in project management or contract management, contract formulation and tender analysis including the ability to plan, develop and manage medium risk projects with minimal direction to achieve agreed project outcomes.
2. Demonstrated organisational skills and initiative, with the ability to be adaptable and innovative in managing competing priorities and demonstrated ability to plan, prioritise, meet deadlines and manage issues and risks.
3. Demonstrated highly developed research, conceptual and analytical skills.
4. Demonstrated highly developed ability to identify problems, and to develop and implement effective ICT solutions to complex issues.
5. Demonstrated interpersonal, written and oral communication skills (including report writing skills), including the ability to liaise, consult and negotiate with a wide range of internal and external stakeholders.
6. Demonstrated advanced word processing and database skills, including good knowledge of the MS Office suite and their advanced capabilities.

Desirable Selection Criteria

1. Tertiary degree qualifications in a relevant discipline.
2. Experience within the WA Health ICT environment.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

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 December 2018	Last Updated on October 2019
---------------------------------	-------------------------------------