

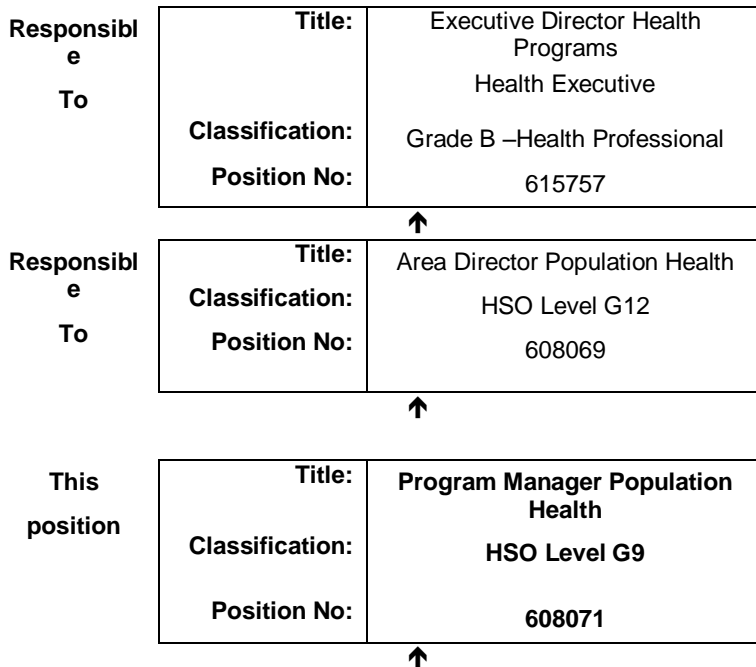


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	608071
Division:	Central Office	Title:	Program Manager Population Health
Branch:	Health Programs	Classification:	HSO Level G9
Section:	Population Health	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Director Public Health Medicine
Coordinator of Nursing – Community Health
Program Manager Public Health (multiple)
Senior Policy Officer
Program Officer - Child Health
Service Development and Contract Manager
Administrative Assistant
Senior Project Officer – Finance
Training and Development Officer
Project Manager – Community Health
Executive Assistant

Positions under direct supervision:			← Other positions under control:	
Position No.	Title	Level	Category	Number
614073	Project Officer	5		

Section 3 – KEY RESPONSIBILITIES

Provides program leadership and support in the identification, management, development, implementation and evaluation of population health programs, projects and services for WA Country Health Service (WACHS).

WA Country Health Service – Central Office
20 September 2019
REGISTERED

TITLE	PROGRAM MANAGER POPULATION HEALTH	POSITION NO	608071
		CLASSIFICATION	HSO Level G9



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare



OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	Strategic Leadership	D	30
1.1	Leads the management, facilitation, coordination and implementation of key population health initiatives and programs.		
1.2	Maintains knowledge and awareness of research, trends and issues in relation to population health at the state and national level as well as broader functional areas including clinical workforce, aged care, mental health and aboriginal health.		
1.3	Participates in identification and leads the development of relevant organisational strategies.		
1.4	Creates and supports strong linkages with other program areas, initiatives, health services and stakeholders.		
1.5	Acts as a resource within WACHS with respect to aged care issues, strategies and data.		
1.6	Delegates work to and supervises relevant staff and project team members as required.		
2.0	Program Management and Coordination	D	50
2.1	Leads, coordinates and manages population health projects, policy development, research activities, planning processes, including the preparation of reports, guidelines and submissions to address service development issues and determine needs across WACHS.		
2.2	Investigates and analyses issues associated with relevant strategic initiatives, including risk management, budget and timeframe considerations.		
2.3	Supports change management initiatives within WACHS relating to population health.		
2.4	Adopts an outcome oriented approach to project management initiatives including planning, delivery and evaluation of person-centred services relevant to the program area		
3.0	Policy and Planning	W	10
3.1	Facilitates review and evaluation of population health policy for WACHS.		
3.2	Contributes to holistic organisational policy development, including consideration of the impact and implementation of policy.		
3.3	Contributes to the organisation's strategic and operational direction and clinical planning.		
3.4	Manages the identification, development, implementation and evaluation of associated policies, procedures and programs in accordance with the national and state population health strategies, standards and legislation.		
4.0	Liaison and Information Management	D	10
4.1	Facilitates appropriate liaison and consultation with management, staff and other key stakeholders as required.		
4.2	Liases with necessary government and non-government organisations as required to support information gathering and research.		
4.3	Prepares and disseminates regular reports and updates as required, including drafting briefing notes and ministerial responses etc.		
4.4	Represents WACHS on a range of forums both internal and external to WACHS.		
4.5	Develops and maintains sound documentation in the design implementation of relevant strategies.		
5.0	Other		
5.1	Undertake duties as directed.		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.



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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Extensive knowledge of population health issues and trends at a state and national level, with a particular focus on the rural and remote health service delivery.
2. Demonstrated high level interpersonal, verbal and written communication skills and negotiation skills including substantial experience in liaising and negotiating with multiple stakeholders.
3. Evidence of high level strategic, program management, project management and organisation skills.
4. Experience in research, analysis, formulation and evaluation of policies and guidelines.
5. Evidence of high level initiative and problem solving skills including conceptual and analytical ability.
6. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.
7. Current C or C-A class driver's licence.

DESIRABLE

1. Relevant tertiary qualifications.
2. Experience in rural health service environment.

Section 6 – APPOINTMENT FACTORS

Location	Perth	Accommodation	As determined by WA County Health Service (WACHS) Policy
Appointment Conditions/ Allowances	Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements. • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Evidence of a current C or C-A class driver's licence and ability to travel within the region as required including overnight stays 		

Section 7 – CERTIFICATION

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

Signature and Date: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive Officer

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

Name	Signature	Date Appointed	Date Signed

