



HSS REGISTERED

Senior Project Officer

Women and Newborn Service (WNS) Relocation Project

Health Salaried Officers Agreement: Level G-8

Position Number: 008347

Procurement, Infrastructure and Contract Management

North Metropolitan Health Service

Reporting Relationships

Project Director WNS Relocation
HSO Level G-12 (proposed)
Position Number: TBC



Project Manager WNS Relocation
HSO Level G-10
Position Number: 008346



This Position



Also reporting to this supervisor:

- Project Officer 008348,
HSO Level G-6

Directly reporting to this position:

Title	Classification	FTE
Nil		

Other positions under control

- Nil

Prime Function / Key Responsibilities

Assists with the coordination, planning and delivery of the WNS Relocation Project.

Contributes to the development of project plans, implementation strategies, processes and systems and monitors and reports on performance against these plans.

Develops effective working relationships with stakeholders and negotiates with government agencies and external stakeholders to facilitate project outcomes.

Brief Summary of Duties

1. Project Planning and Management

- 1.1 Plans, coordinates, manages and implements projects and programs to meet project goals and timelines.
- 1.2 Provides high level support in the development of detailed project management documentation for the WNS Relocation Project; develops and manages detailed project implementation plans including comprehensive risk analyses.
- 1.3 Develops business cases, project plans, implementation strategies, tools, processes and systems for the management of the project.
- 1.4 Provides advice, guidance, direction and support to the project teams; facilitates teamwork and positive participation by project team members and staff involved with the project.
- 1.5 Plans, schedules and allocates work for project teams and facilitates problem solving among team members and stakeholders.
- 1.6 Coordinates and updates project databases and registers.
- 1.7 Researches and prepares reports, briefings, presentations, submissions, Ministerial correspondence and responses to parliamentary questions.
- 1.8 Facilitates organising and/or conducting project meetings including all required meeting documentation.
- 1.9 Participates in budget management; monitors project budgets and reports to Project Manager WNS Relocation on performance against budget.
- 1.10 Analyses and develops contract specifications / briefs, assists in formulating procurements of contracted services, coordinating the tender process; oversees the work of contractors/consultants and monitors and reports on contract performance.
- 1.11 Develops and maintains reporting standards, monitors performance against the project plan and presents project status reports to the Project Manager and Project Director WNS Relocation as required.
- 1.12 Monitors trends, developments and issues which may impact the project.
- 1.13 Develops, contributes to and implements quality improvement strategies for the project; applies continuous improvement to services, systems and work practices.

2. Consultation and Stakeholder Management

- 2.1 Develops effective working relationships with internal and external stakeholders, ensuring key stakeholders are kept informed, and where necessary ensure appropriate consultation and negotiation occurs.
- 2.2 Collaborates, consults and negotiates with government agencies, external stakeholders, service providers and industry groups to establish requirements, and develop and implement strategies to resolve concerns.
- 2.3 Develops consultation processes and coordinates external information sharing and problem solving to maintain a high level of stakeholder support.
- 2.4 Participates as a member of the project team to contribute to the development of objectives, policies, goals and standards to govern the WNS Relocation Project.
- 2.5 Represents the Project Manager WNS Relocation in chairing / participating in committees and working groups and in consultation with internal and external stakeholders.

3. NMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 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.

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- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed

Work Related Requirements

Essential Selection Criteria

1. Demonstrated project management skills and experience including the ability to manage projects and project teams with minimal direction.
2. Well-developed consultation, facilitation and negotiation skills with the ability to establish and maintain effective relationships at all levels within and external to the public sector.
3. Highly-developed written communication and report-writing skills with the ability to develop strategic and operational project documents.
4. Sound analytical and problem-solving skills, including the ability to develop innovative solutions to a range of issues.
5. Demonstrated ability to prioritise work, including the ability to be flexible and adaptable in the achievement of objectives and meeting project deadlines.
6. Ability to work in a team with minimal supervision and contribute to the achievement of team goals.

Desirable Selection Criteria

1. Relevant experience in a large health service organisation.
2. Relevant experience in a health infrastructure development project and/or a management project.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- 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/HE:
Date:

Dept./Division Head

Name:
Signature:
Date:

Position Occupant

Name:
Signature:
Date: