



HSS REGISTERED

Project Management Office Analyst
Health Salaried Officers Agreement; HSO Level G8
Position Number: 115626
Special Projects
South Metropolitan Health Service

Reporting Relationships

Executive Director Special Projects
 Health Executive Service Grade B
 Position Number: 115544



Project Director
 HSO Level G12
 Position Number: 115569



This Position



Directly reporting to this position:

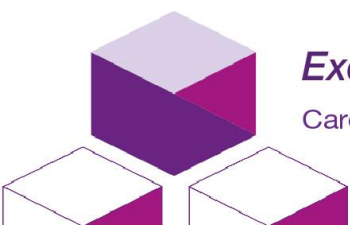
Title	Classification	FTE
• Project Officer	HSO G6	1

← Also reporting to this supervisor:

- Project Manager, Level G10, 3.0 FTE
- Finance and Business Analyst, Level G8, 1.0 FTE
- Project Business Coordinator, Level G5, 1.0 FTE

Key Responsibilities

This position leads in the development and management of project reporting standards, monitors performance against project plans and presents status reports on projects to both internal and external stakeholders.



Brief Summary of Duties (in order of importance)

1. Analysis and Reporting

- 1.1 Develops and maintains reporting standards, monitors performance against project plans and presents status reports to both internal and external stakeholders.
- 1.2 Undertakes research and analysis of information to ensure project outcomes are achieved on time, on budget, to quality standards and in line with the established project management methodology.
- 1.3 Undertakes needs/risk analysis, monitors and reports on risks, issues and developments that may impact on project outcomes.
- 1.4 Develops evaluation strategies and conducts reviews and assessments of project outcomes.
- 1.5 Provides leadership, supervision and support to Project Officer to carry out analysis and reporting on projects using specified methodologies.

2. Project Management

- 2.1 Develops business cases, project plans, implementation strategies, tools, processes and systems for the management of the project.
- 2.2 Develops governance and risk analysis requirements for projects, including setting up charters, Terms of Reference and associated activities for working groups undertaking strategic reviews.
- 2.3 Drafts and reviews ministerial correspondence, reports, submissions, discussion papers and other correspondence as required.
- 2.4 Assists with project planning, project management, delivery and contracting to achieve project outcomes.

3. Stakeholder Engagement and Management

- 3.1 In consultation with the Special Projects 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 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align 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. Extensive demonstrated project analysis and reporting experience.
2. Experience in project management, including the ability to plan, develop and manage projects with minimal direction to achieve agreed project outcomes.
3. Highly developed research, conceptual and analytical skills.
4. Strong communication (including report writing) and interpersonal skills, with the ability to liaise and negotiate with internal and external stakeholders.
5. Demonstrated organisational skills and initiative, with the ability to be adaptable in managing competing priorities.
6. Advanced word processing and database skills, including good knowledge of the MS Office suite and the ability to use relevant software tools such as Microsoft Project, Excel and Visio.

Desirable Selection Criteria

1. Tertiary degree qualifications in a relevant discipline.
2. 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
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..... Dept. / Division Head Name Signature	or HE Number Date
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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	Last Updated on	December 2019
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